

NATIONAL CONTACT POINT REPORTING QUESTIONNAIRE (2019)

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 61 questions and 2 annexes under the following headings:

- A. Contact information
- B. Institutional arrangements
- C. Information and promotion
- D. Specific instances
- E. Peer learning and peer reviews
- F. Policy coherence
- G. Challenges

Annex 1: NCP PROMOTIONAL ACTIVITIES

Annex 2: SPECIFIC INSTANCES

TYPES OF QUESTIONS

1. Questions with predefined answers

For most questions, a pre-defined set of answers are provided in a drop-down menu (e.g. Yes-No-N/A). For each of these questions, please select the appropriate answer in the dropdown menu.

Example:

(b) Promotional activities	
19. 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) Some questions are open-ended, and in these cases an answer box is provided. Many of these questions are meant to complement a question with predefined answers. Please keep responses precise and short.

Example:

(b) Advisory body	
5. Does the NCP have one or several advisory bodies?	Yes/No

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".

If the NCP has several advisory bodies, please specify.

[Click here to enter text.](#)

- 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 **Advisory body***
[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. These terms will be underlined the first time they are used in this questionnaire.

- **Structure of the NCP:** The organisational set up of the NCP. Four NCP structures have been pre-identified, but other arrangements are possible:
 - Single-agency: The NCP is composed of one individual in a single ministry, or by a group of individuals belonging to the same service in the same ministry.
 - Inter-agency: The NCP is composed of a group of representatives from several ministries or government agencies.
 - Expert-based: The NCP is composed of experts who are external to government.
 - Multipartite: The NCP is composed of a group of government officials and stakeholder representatives.
- **Secretariat:** Government officials or group of government officials acting as the permanent office of an NCP.
- **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. Some advisory bodies also provide oversight to the NCP (see below).
- **Oversight:** Monitoring of the NCP's activities performed by an Advisory body, for example on whether the NCP has followed its own rules of procedures.
- **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.
- **Reporting:** In addition to the present report to the OECD, some NCPs provide a regular account of their activities to their national government or parliament. This reporting can take several forms: ongoing through regular reporting channels, or through the presentation of a periodic report, which may be made public.

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- **Stakeholder meeting:** A stakeholder meeting is a meeting organised by the NCP to exchange with stakeholders, including trade unions, NGOs and the business community that are not part of the main body or of the advisory body of the NCP.

REPORTING PERIOD

The reporting period for this questionnaire is from 1 January to 31 December 2019.

SUBMISSION

The questionnaire should be completed by using this word document and sent by email to: RBC@oecd.org copying nicolas.hachez@oecd.org and kathryn.dovey@oecd.org by **24 January 2020**.

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

NATIONAL CONTACT POINT REPORTING QUESTIONNAIRE (2019)

A. CONTACT INFORMATION	
<i>Please provide the contact information of the person filling in the questionnaire.</i>	
Name:	Detlev Brauns
Job title:	Head of division
Email:	Buero-nks@bmwi.bund.de
Telephone number:	+49 30 18615 7651

B. INSTITUTIONAL ARRANGEMENTS	
(a) Structure, location and composition of the NCP	
1. What is the <u>structure</u> of the NCP?	Inter-agency
2. Who are the members of the NCP? <i>Please describe the functions of the members of the NCP and the ministry/organisation they represent. No names are required.</i>	<p>The NCP consists of representatives of the BMWi and seven other ministries: Federal Ministry of Finance, Federal Foreign Office, Federal Ministry of Justice and Consumer Protection, Federal Ministry of Labour and Social Affairs, Federal Ministry of Food and Agriculture, Federal Ministry for the Environment, Nature Conservation and Nuclear Safety, Federal Ministry for Economic Cooperation and Development.</p> <p>The NCP secretariat in the Federal Ministry for Economic Affairs and Energy consists (BMWi) of: one head of division, two deputy heads of division, one clerical assistant and, one secretary.</p>
3. If the NCP is not a <u>single-agency NCP</u> , does it have a <u>secretariat</u> ?	Yes
If yes, in which ministry or government body?	Federal Ministry for Economic Affairs and Energy
If yes, in which department of the ministry or government body?	Directorate-General for External Economic Policy
4. Has the NCP been established through a legislative, regulatory or administrative instrument (e.g. a statute, a decree, a ministerial resolution)?	Yes
If yes, please provide the name and dated of this instrument, and a link if available	BMWi inoffice order dated 1 December 2016 reorganising the NCP Secretariat as a unit under the direct authority of the Director-General for External Economic Policy
<i>Additional comments on Structure, location and composition of the NCP</i> Click here to enter text.	
(b) Advisory body	
5. Does the NCP have one or several <u>advisory bodies</u> ?	Yes

If the NCP has several advisory bodies, please specify.	Click here to enter text.		
If yes, please describe the advisory body(ies)' functions (e.g. advising on promotion, on specific instance handling in general, on individual cases, providing <u>oversight</u> , etc.)	The Working Group on the OECD Guidelines advises and supports the NCP as it fulfils its mandate pursuant to the OECD Guidelines. It serves as a forum for discussion of all issues relating to the OECD Guidelines.		
If yes, please list the names of organisations that are represented on the advisory body(ies) and the type of organisation. (e.g. government, NGO, trade union, business, business organisation, academic, consumer organisation, etc.)	<p>Employers: Confederation of German Employers' Association, Federation of German Industries, Association of German Chambers of Commerce and Industry, Association of German Banks and German Retail Federation</p> <p>Employees: German Confederation of Trade Unions Industriegewerkschaft Metall and United Services Trade Union</p> <p>Civil Society: Bread for the World – Protestant Agency for Diakonie and Development, Forum Menschenrechte represented by European Center for Constitutional and Human Rights, VENRO represented by Germanwatch e.V., Transparency International Deutschland e.V.</p> <p>Additional participants: Global Compact Network Germany, Econsense – Forum for Sustainable Development of German Business e.V., Secretariat – Partnership for Sustainable Textiles and German Institute for Human Rights e.V.</p>		
If yes, please indicate how often the advisory body(ies) meets	Twice a year		
6. If an advisory body provides <u>oversight</u> , please describe the oversight procedure	Click here to enter text.		
<i>Additional comments on Advisory body:</i> Click here to enter text.			
(c) Human and financial resources			
7. Does the NCP have dedicated full-time staff? <i>If yes, please indicate the number.</i>	No		
8. Does the NCP have dedicated part-time staff? <i>If yes, please indicate in the second box the number of part-time staff members and in the third box the percentage of time spent on NCP matters for each part-time staff member.</i>	Yes	5 part-time staff	head of division (– 40 percent), Two deputy heads of division (– 70 and 50 percent), clerical

			assistant (– 40 percent) and secretary (position currently vacant)
9. Have any full-time or part-time staff members joined the secretariat/support office during the year? <i>If yes, please indicate how many.</i>	Yes, part-time staff member(s)	2	
10. Have any full-time or part-time staff members left the NCP during the year? <i>If yes, please indicate how many.</i>	Yes, full-time staff member(s)	2	
11. Did the NCP have a <u>dedicated budget</u> this year?	Yes		
If no, were financial resources for promotional activities allocated on an ad hoc basis when requested by the NCP?	Choose an item.		
If no, were financial resources for specific instances allocated on an ad hoc basis when requested by the NCP?	Choose an item.		
12. During the year, did the human and financial resources available to the NCP allow it to:			
Handle specific instances in an efficient and timely manner	Yes		
Organise promotional events	Yes		
Attend NCP meetings at the OECD	Yes		
Attend events organised by other NCPs	Yes		
Attend events organised by stakeholders	Yes		
Cover professional mediator fees or in-house mediator fees	Yes		
Conduct fact-finding research into specific instances	No		
If you answered no to any of the above, please specify	Click here to enter text.		
<i>Additional comments on Human and financial resources:</i> Click here to enter text.			
(d) Reporting			
13. Does the NCP <u>report</u> to the government on its activities?	Yes		
If yes, how often?	On an ongoing basis		
14. Does the NCP report to parliament on its activities?	Yes		
If yes, how often?	Once a year		
15. Please indicate any other relevant transparency requirement applicable to the NCP in your country	Click here to enter text.		

PROPOSED AMENDMENTS TO THE ANNUAL REPORTING QUESTIONNAIRE FOR NCPS

Additional comments on Reporting:
Click here to enter text.

C. INFORMATION AND PROMOTION		
(a) NCP website²		
16. Does the NCP have a website? If yes, please provide the link in the second box.	Yes	www.oecd-nks.de
If yes, was the website created/renovated this year?	Yes	
17. 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	
The OECD Due Diligence Guidance Documents	Yes	
Explanatory text about due diligence	Yes	
Information on the NCP and its mandate	Yes	
The NCP Annual Report submitted to the OECD	Yes	
The NCP's Report to government and/or parliament (if applicable)	Yes	
The NCP's peer review report (if applicable)	Yes	
Information about specific instances		
Information on how to submit a specific instance	Yes	
An online form to submit a specific instance	Yes	
The NCP's rules of procedures	Yes	
All final statements since 2011	Yes	
Information on promotional activities		
The NCP's promotional plan	No	
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	
An email address to reach the NCP directly	Yes	

²

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

<p><i>Additional comments on NCP website:</i> Click here to enter text.</p>	
<p>(b) Promotional activities³</p>	
18. Does the NCP have a promotional plan for the coming year(s)?	Yes
19. 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
20. 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
21. Did the NCP make use of social media to communicate on NCP promotional activities during the year?	No
22. Did the NCP hold a <u>stakeholder meeting</u> during the year?	Yes
23. Did the NCP promote the Guidelines among the business community during the year?	Yes
24. Did the NCP carry out any training on the Guidelines aimed at businesses during the year?	Yes
25. Did the NCP promote the Guidelines among NGOs during the year?	Yes
26. Did the NCP promote the Guidelines among trade unions during the year?	Yes
27. Did the NCP promote the Guidelines among government agencies during the year?	Yes
28. Did the NCP promote the Guidelines among embassies abroad during the year?	Yes
29. Did the NCP promote the Guidelines to investment promotion agencies during the year?	Yes
30. Did the NCP focus on any of the following during promotional activities during the year:	
OECD Due Diligence Guidance for Responsible Business Conduct	Yes
OECD Due Diligence Guidance for Responsible Supply Chains in the Garment and Footwear Sector	Yes

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.

Due Diligence for Responsible Corporate Lending and Securities Underwriting and/or Responsible Business Conduct for Institutional Investors	Yes
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>	

D. SPECIFIC INSTANCES	
(a) NCP rules of procedure for handling specific instances	
31. Does the NCP have rules of procedure describing the handling of specific instances?	Yes
32. Are the rules of procedure available online? <i>If yes, please provide a link in the second box. If no, please attach a copy of the rules of procedure to this questionnaire</i>	Yes https://www.bmwi.de/Redaktion/DE/Downloads/M-O/oecd-procedural-guidelines.pdf?__blob=publicationFile&v=4
33. Were the NCP's rules of procedure modified this year?	Yes
<i>Additional comments on the section Rules of procedure:</i>	
(b) Specific instance practicalities	
34. Does the NCP confirm receipt of a specific instance submission?	Yes
35. Does the NCP request feedback from the parties on the procedure following the conclusion of a specific instance?	Yes
36. Has the NCP staff undergone training in dispute resolution or problem solving (e.g. mediation)?	Yes
37. Did the NCP engage professional mediators during the year?	No

38. Did the NCP staff or members conduct mediation this year?	Yes
<i>Additional comments on the section Specific instance practicalities: Click here to enter text.</i>	
(c) Reporting specific instances	
39. Did the NCP receive new specific instance submissions during the year? <i>If yes, please also provide details in Annex 2</i>	Yes
40. Did the NCP close specific instances during the year? <i>If yes, please also provide details in Annex 2</i>	Yes
41. 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
42. Did the NCP follow up on a case during the year? <i>If yes, please also provide details in Annex 2</i>	Yes
43. Is the OECD case database accurate and up to date with regard to cases handled by the NCP?	Yes
<i>Additional comments on the section Reporting specific instances: Click here to enter text.</i>	

E. PEER LEARNING AND PEER REVIEWS	
44. Did the NCP take part in the following activities with other NCPs during the year:	
Host a peer learning activity	No
Participate in peer learning activities hosted by other NCPs	Yes
Co-operate with other NCPs in handling specific instances	Yes

PROPOSED AMENDMENTS TO THE ANNUAL REPORTING QUESTIONNAIRE FOR NCPS

Provide mentoring/capacity building to another NCP	No
45. Is the NCP interested in hosting an NCP learning/experience-sharing event in 2020?	Yes
46. Which topic would the NCP consider to be a priority to cover in a peer learning event?	Click here to enter text.
47. Is the NCP interested in participating in developing tools for use by NCPs?	Yes
48. Is the NCP interested in acting as a peer reviewer in the future?	Yes
If yes, please specify the semester and the year	Not limited to specific semester or year.
<p>Additional comments on the section <i>Peer-learning and peer reviews</i>:</p> <p>Peer learning:</p> <ul style="list-style-type: none"> - 23.09.19 – 27.09.19 ILO/EU/OECD Seminar for EU NCPs “Labour issues in RBC” in Turin -17.10.19 – 19.10.19 Moroccan NCP Workshop “How to handle a specific instance” in Morocco - 24.10.2019 German speaking NCPs Workshop in Switzerland <p>Peer Reviews: Part of the Peer Review Team for the Peer Review of the South Korean NCP</p> <ul style="list-style-type: none"> - 17.12.19 – 18.12.19 On-site visit in South Korea 	

F. POLICY COHERENCE⁴	
49. Have the Guidelines been referred to in relevant national legislation/regulations/policies adopted during the year? (e.g. on responsible business conduct; non-financial reporting, export credits regulation, public procurement)	Yes
If yes, please provide a short summary and a link to the legislation. If a link is not available, please attach a copy of the legislation to this questionnaire.	<p>The German government submitted a bill on the implementation of the EU Conflict Minerals Regulation (EU) 2017/821 from 17 Mai 2017 to the German parliament. The bill allocates the responsibilities and powers for the implementation of the Regulation and regulates data exchange. (https://www.bmwi.de/Redaktion/DE/Downloads/G/gesetzentwurf-konfliktmineralevo-und-bbergg.pdf?__blob=publicationFile&v=4).</p> <p>The German government developed the Raw Materials Strategy, which was approved by cabinet decision on 15 January 2020. The Strategy addresses sustainable and transparent supply of raw</p>

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 [...]”

	materials and references the OECD Guidelines and Guidances. As a concret measure the Stragegy announces that the Federal Ministry for the Environment, Nature Conservation and Nuclear Safety will initiate the development of an OECD Guidance on environment issues.	
50. 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, please provide a link	Click here to enter text.	
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.	
51. Was a NAP in development this year? <i>If yes, please indicate which NAP.</i>	No	Choose an item.
If yes, did the NCP participate in the development of the National Action Plan?	Choose an item.	
52. Did the NCP communicate public statements on specific instances to officials responsible for trade missions?	Yes	
53. Did the NCP communicate public statements on specific instances to officials responsible for foreign trade and investment incentives?	Yes	
54. Did the NCP communicate public statements on specific instances to public procurement officials?	No	
55. Does your national legislation or policy on public procurement refer to the Guidelines and/or OECD due diligence instruments and/or to the NCP process?	No	
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 to enter text.	
56. Have public procurement officials/practitioners consulted the NCP on the Guidelines and OECD due diligence instruments or involved the NCP in specific public procurement opportunities?	No	
57. Were public procurement officials involved in any of your training/outreach activities?	Yes	
58. What tools or projects does the NCP develop to support public procurement practitioners on RBC and OECD due diligence?	Click to enter text.	
59. Please flag any specific initiatives/good practice involving public procurement and RBC in your country.	Click to enter text.	
60. Please indicate any other examples of policy coherence activities.	Click to enter text.	
<p><i>Additional comments on Policy Coherence:</i> NAP in force since 2016. Monitoring process ongoing.</p>		

G. CHALLENGES

61. Has the NCP faced any particular challenge(s) it would like to highlight this year?

Click here to enter text.

*Additional comments on **Challenges**:*
Click here to enter text.

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 <i>(dd/mm/yyyy)</i>	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>
Presentation for future sustainability manager of the HNE Eberswalde	11.01.2019	Federal Ministry for Economic Affairs and Energy, Berlin	Meeting	10-50	Organised	Academia	OECD Guidelines and Guidances, NCP complaint mechanism
Presentation of Professor Christine Kaufmann "Responsible Business Conduct - Seal of quality or competitive disadvantage – desire or load?"	24.01.2019	Federal Ministry for Economic Affairs and Energy, Berlin	Conference	10-50	Organised	Business representatives, NGOs, Trade unions, General public, Government representatives	OECD Guidelines and Guidances, NCP complaint mechanism
Presentation for the young professional circle of the Federal Ministry for Economic Affairs and Energy	03.04.2019	Federal Ministry for Economic Affairs and	Meeting	10-50	Organised	Young professional employees of the Federal Ministry for Economic Affairs and Energy	OECD Guidelines and Guidances, NCP complaint mechanism

		Energy, Berlin					
Proactive Agenda with an NGO and a company	03.04.2019	Federal Ministry for Economic Affairs and Energy, Berlin	Meeting	<10	Organised	Business representatives, NGOs	OECD Guidelines and Guidances, NCP complaint mechanism, best practices for the cooperation between NGOs and companies
Presentation for future lawyers of the Technical University Dresden	03.06.2019	Federal Ministry for Economic Affairs and Energy, Berlin	Meeting	10-50	Organised	Academia	OECD Guidelines and Guidances, NCP complaint mechanism
Proactive Agenda with an NGO	21.08.2019	Federal Ministry for Economic Affairs and Energy, Berlin	Meeting	<10	Organised	NGO	OECD Guidelines and Guidances, NCP complaint mechanism
Jour Fixe with the Mandataries for export credit and investment guarantees	25.10.2019	Federal Ministry for Economic Affairs and Energy, Berlin	Meeting	<10	Organised	Business representatives, Government representatives	OECD Guidelines and Guidances, NCP complaint mechanism: Focus on the OECD Finance Sector Project
Presentation at the Lunch Forum of the Federal Ministry for Economic Affairs and Energy	20.11.2019	Federal Ministry for Economic Affairs and Energy, Berlin	Meeting	10-50	Organised	Employees of the Federal Ministry for Economic Affairs and Energy	OECD Guidelines and Guidances, NCP complaint mechanism

Total number=	8
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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 for employees of Germany Trade and Invest (GTAI)	16.01.2019	Bonn	Meeting	10-50	Government representatives	GTAI	Presentation and Discussion	OECD Guidelines and Guidances, NCP complaint mechanism
Presentation at the Confederation of German Employers Associations (BDA)	13.03.2019	Berlin	Meeting	10-50	Business representative,	BDA	Presentation and Discussion	OECD Guidelines and Guidances, NCP complaint mechanism
Presentation to the Federal-State Committee on Foreign Trade	21.03.2019	Berlin	Meeting	10-50	Government representatives	Federal Ministry for Economic Affairs and Energy, Berlin	Presentation and Discussion	OECD Guidelines and Guidances, NCP complaint mechanism
Presentation in the "Market Dialogue sustainable textile procurement"	28.03.2019	Berlin	Meeting	10-50	Government representatives, Business representatives	Federal Ministry for Economic Cooperation and Development, Berlin	Presentation and Discussion	OECD Guidelines and Guidances, NCP complaint mechanism: Focus on the OECD Due Diligence Guidance for Responsible Supply Chains in the Garment-and-Footwear Sector
Training program for diplomats	21.05.2019	Berlin	Meeting	10-50	Government representatives	Federal Foreign Office	Presentation and Discussion	OECD Guidelines and Guidances, NCP complaint mechanism
Webinar	22.05.2019	Berlin	Webinar	10-50	Business representation, NGOs, Trade unions, General public, Government representatives	GTAI	Presentation and Discussion	OECD Guidelines and Guidances, NCP complaint mechanism
Presentation for employees of the German Retail Federation (HDE)	29.08.2019	Berlin	Meeting	10-50	Business representatives	HDE	Presentation and Discussion	OECD Guidelines and Guidances, NCP complaint mechanism

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Presentation of an NGO and a company for an econsence working group	05.09.2019	Berlin	Meeting	10-50	Business representatives	econsence	Introductory remarks	Best practices for the cooperation between NGOs and companies
Presentation in the Manager Training Program for executives of the Ukrainian government	20.09.2019	Berlin	Meeting	10-50	Government representatives	Federal Ministry for Economic Affairs and Energy, Berlin	Presentation and Discussion	OECD Guidelines and Guidances, NCP complaint mechanism
Meeting with NGOs and people affected by the dam burst in Brazil	22.10.2019	Berlin	Meeting	<10	Government representatives, General public, NGO	Federal Ministry for Economic Affairs and Energy, Berlin	Discussion	OECD Guidelines and Guidances, NCP complaint mechanism
Presentation for the CSR Working Group of the German Retail Federation (HDE)	07.11.2019	Berlin	Meeting	10-50	Business representation	HDE	Presentation and Discussion	OECD Guidelines and Guidances, NCP complaint mechanism

Total number=	11

Annex 2: SPECIFIC INSTANCES

Please provide details of the following in the table below:

1. Specific instances **in progress** during the year (specific instances received and found to merit further examination after the initial assessment, and under consideration by the NCP).
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).
3. Specific instances **not accepted** during the year (specific instances that the NCP found not to merit further examination).
4. Specific instances for which **follow up** was performed during the year (the NCP monitored whether the agreement reached by the parties or its recommendations to the parties have been implemented)

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 Alison.holm@oecd.org and Kathryn.dovey@oecd.org⁵.

For all specific instances that are currently IN PROGRESS:

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.
3 Non-governmental organisations against a German company	20.03.2018	No	Click here to enter text.	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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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”.

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	Does the final statement plan for follow up?	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.	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.
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= 0

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.
Employment and environment issues involving among others a German company in Congo	06.05.2019	Click here to enter text.	The issue is not material and substantiated	The NCP coordinated with the NCPs of Belgium, Germany, Luxembourg and Switzerland on the international competence for the complaint. The NCPs involved decided that the complaint would be handled by the Luxembourg NCP as far as it relates to the Luxembourg holding company and its Congolese subsidiary and by the German NCP as far as it relates to the German company.
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PROPOSED AMENDMENTS TO THE ANNUAL REPORTING QUESTIONNAIRE FOR NCPS

For all specific instances for which FOLLOW UP was performed during the year:

Title	Date concluded (dd/mm/yyyy)	Date of follow up (dd/mm/yyyy)	Was a public follow up statement issued?	Link to the follow up statement, if applicable
ITF and UNI Global Union against Deutsche Post AG/DHL	2014	25.11.2019	Yes	www.oecd-nks.de https://www.bmwi.de/Redaktion/DE/Textsammlungen/Aussenwirtschaft/nationale-kontaktstelle-nks.html
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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=	1
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END OF QUESTIONNAIRE