

## Common Framework for Annual Reporting by National Contact Points for the period 1 July 2011-30 June 2012

The role of National Contact Points is to further the effectiveness of the Guidelines. Under Part I of the Procedural Guidance, “NCPs will operate in accordance with core criteria of visibility, accessibility, transparency and accountability to further the objective of functional equivalence.” These criteria apply to all the activities carried by NCPs, including those to be reported under the current implementation cycle of the Guidelines.

### A. INSTITUTIONAL ARRANGEMENTS

1. The following template aims at collecting relevant information about the structure and organization of National Contact Points. It reflects the updated Section A of the Procedural Guidance and related Commentary, concerning the composition of the NCP and the possible existence of an advisory body and an oversight body.

Please complete with relevant information and contact details. Please indicate in particular any institutional changes made, or contemplated, as a result of the update. As regards the composition of the NCP, please also indicate whether the NCP is chaired by a senior government official or high level/well known expert on responsible business conduct.

| Governmental Location of the NCP                           | NCP structure*  | Composition of the NCP   | Advisory body  | Oversight body  | Contact details   |
|--|---|--|--|---|---|
| Federal Ministry of Economics and Technology, Division VC3 | Monopartite, with close inter-ministerial cooperation | Responsible Division, but which consults its respective counterparts in the Federal Ministries concerned with the OECD Guidelines. These ministries are the Federal Foreign Office, Federal Ministry for Labour and Social Affairs, the Federal Ministry of Justice, the Federal Ministry of | The National Contact Point holds regular meetings with the ‘Ministerial Group on the OECD Guidelines’ as well as the ‘Working Party on the OECD Guidelines’, composed of representatives of these Federal Ministries as well as business organisations, trade unions and civil society NGOs to discuss | Ministerial, i.e. Head-of-Department, State-Secretary, Minister | Bundesministerium für Wirtschaft und Technologie<br>Nationale Kontaktstelle für die OECD-Leitsätze für multinationale Unternehmen<br>Referat VC3<br>Scharnhorststr. 34-37<br>10115 Berlin<br><br><a href="mailto:oeed-nks@bmwi.bund.de">oeed-nks@bmwi.bund.de</a> or <a href="mailto:buero-vc3@bmwi.bund.de">buero-vc3@bmwi.bund.de</a> |

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|  |  | Finance, the Federal Ministry for Economic Cooperation and Development, the Federal Ministry for Environment, Nature Conservation and Nuclear Safety as well as the Federal Ministry for Food, Agriculture and Consumer Protection | (a) current issues relating to the OECD Guidelines, (b) how to improve the dissemination of these Guidelines and (c) the working methods of the National Contact Point.<br><br>The 'Working Party on the OECD Guidelines' meets usually once a year under the chairmanship of a senior official of the Federal Ministry of Economics and Technology to discuss all Guidelines-related issues. |  |  |
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\* Section on “NCP Structure” should be filled, as appropriate, indicating one of the following possible structures:

- *Monopartite*, i.e. the NCP is composed of one or more representatives of one Ministry
- *Interagency*, i.e. the NCP is composed of one or more representatives of two or more Ministries
- *Bipartite*: the NCP is composed of one or more representatives of Ministry/Ministries and of representative/s of business association/s or trade union/s
- *Tripartite*: the NCP is composed of one or more representatives of Ministry/Ministries, business association/s and trade union/s
- *Quadripartite*: the NCP is composed of one or more representatives of Ministry/Ministries, business association/s, trade union/s and non-governmental organization/s
- *Independent Expert Body*: the NCP is composed only of independent experts

2. What is the rationale behind the choice of the NCP organizational structure and for possible future changes to this existing structure?

The Federal Ministry of Economics and Technology is within the German governmental system competent for questions related to the OECD Investment Committee which elaborated the Guidelines.

The general purpose of the Guidelines is to foster fair investments as a tool of the OECD Declaration of Investment. Accordingly, the Federal Ministry of Economics and Technology takes the leading role in the structure of the German National Contact Point.

At the same time, the Guidelines contain recommendations beyond economic areas of responsibility (environment, corruption, labour rights, etc.); these departmental aspects are taken into account in the work of the National Contact Point by the cooperative inclusion of other ministries which are competent in those branches of the Guidelines.

The Federal Ministry of Economics is concerned with the support of foreign economic affairs and thus with the reputation of its investors abroad. It takes for this reason any complaints against German investors for violation of the Guidelines very seriously.

3. Please indicate, if possible by providing examples, how the structure and organization of the NCP *“provide an effective basis for dealing with the broad range of issues covered by the Guidelines and enable the NCP to operate in an impartial manner while maintaining an adequate level of accountability to the adhering government”* (Procedural Guidance, I.A.1)

The NCP is placed within the government, while the German government has a strong interest not only to promote its companies abroad, but also human rights, good governance, health and security and other factors which contribute to a positive development of countries through economic relations.

As hinted above, the expertise for the broad range of issues is guaranteed by the inclusion of other competent ministries which can properly assess the factual implications of a question at hand. This inclusion serves to incorporate different views, so that the members of the NCP need to find a balanced view. The NCP closely consults in all decisions and actions the other ministries.

Additionally, the Working Group includes as appropriate civil society organisations in its work; those organisations are informed in specific instances and are consulted in any relevant question regarding the Guidelines. The National Contact Point may consult and include them on an ad-hoc basis in conciliation or mediation proceedings with the agreement of the parties involved.

Finally, the NCP is organised in such a way that it is ready to surveil its specific instances after their conclusion. For example, the specific instance concerning the Neumann Gruppe GmbH, which was inter alia filed by FIAN Deutschland, was concluded on the 30<sup>th</sup> March 2011. However, both parties asked for further good offices of the NCP, so that on the 2<sup>nd</sup> December 2011 the NCP invited both parties for talks.

4. *“NCPs will develop and maintain relations with representatives of the business community, worker organizations and other interested parties that are able to contribute to the effective functioning of the Guidelines.”* (Procedural Guidance, I. A.3).

Please provide details of activities (meetings or exchanges of information...) held with stakeholders during the reporting period (in case stakeholders are not in the NCP formal structure).

The NCP has maintained its relations with such representatives. This included meetings, invitations and

consultations. In detail:

- In a conference of the German Chambers of Industry and Commerce (DIHK) on the 14<sup>th</sup> September 2011 the NCP presented its points on standards to be observed in the supply chain with reference to the Guidelines.
- On the 7<sup>th</sup> November 2011, a meeting of the Working Group of the NCP took place, in which representatives of trade unions, business associations and non-governmental organizations participated. On this occasion, the revised Guidelines were presented in their official German version and the NCP provided an update on topical issues in the Investment Committee, the planned handbook, pending NCP cases and miscellaneous topics.
- The NCP cooperates with DGCN (German Global Compact Network), which is set up by NGOs and the business community, and with which the NCP maintains a standing agreement since 2010 on the submission of specific instances. The DGCN published a leaflet in October 2011 on the Guidelines, the UN Global Compact and the ISO 2600 standard, which was funded by the Federal Ministry of Economic Cooperation and Development.

5. Does the NCP coordinate with related government activities on responsible business conduct? Please elaborate, as appropriate. (e.g. implementation of the UN Guiding Principles for Business and Human Rights).

Under the aegis of the Federal Ministry of Labour and Social Affairs the government seeks to raise the awareness and implementation of corporate social responsibility (CSR) in Germany and abroad. The government has adopted an action plan which comprises many facets of CSR and relates to relevant international documents (see for further information: <http://www.csr-in-deutschland.de/csr-in-deutschland/aktivitaeten-der-bundesregierung/bmas/aktionsplan-csr-der-bundesregierung.html> or [http://www.csr-in-deutschland.de/fileadmin/user\\_upload/Downloads/BMAS/CSR-IN-GERMANY\\_Broschuere\\_2012.pdf](http://www.csr-in-deutschland.de/fileadmin/user_upload/Downloads/BMAS/CSR-IN-GERMANY_Broschuere_2012.pdf); an English version of website is forthcoming ).

This initiative takes into account not only the OECD-Guidelines, but implicates inter alia the promotion of the UN Global Compact, UN Guiding Principles for Business and Human Rights, the European Commission's 'A renewed EU strategy 2011 - 14 for Corporate Social Responsibility' and ILO Tripartite Declarations. The Ministry of Labour and Social Affairs is part of the NCP's task force and in this context ensures close coordination and exchange.

Furthermore, the NCP keeps contact with the project "Human Rights, Corporate Responsibility and Sustainable Development" of the Federal Ministry of Economic Relations and Development in their project concerning their cooperation with the University Duisburg-Essen.

According to the German position the instruments mentioned above mutually enforce each other and can be referred to for each others interpretation and implementation. Thus, it serves the purpose of promoting CSR to include the Federal Ministry of Labour and Social Affairs in the NCP and vice versa the NCP in this broader initiative.

6. *“Adhering countries shall make available necessary human and financial resources to their National Contact Points so that they can effectively fulfill their responsibilities, taking into account internal budgetary priorities and practices.”* (Council Decision, I.4).

Has this new provision led to changes to the human resources and budget arrangements for the NCP? Are changes contemplated for the future? Please elaborate as appropriate.

The German NCP is based in a division in the Ministry of Economics and Technology which is also competent for the subject matters relating to investment, development banks and dept swaps. As it is Germany’s obligation to guarantee the workability of the NCP, the division is internally always organized and staffed in a way which allows it to cover all its tasks.

In addition to the Head-of-Division there is always at least one main responsible person for the OECD-Guidelines.

## B. INFORMATION AND PROMOTION

Section B of the Procedural Guidance requires NCPs to raise awareness of the Guidelines and their implementation procedures with stakeholders, partner organizations and interested public, and to actively promote their use. Cooperation between NCPs, stakeholder institutional networks and partner organizations can play an important role in enhancing the effectiveness of information and promotional activities on the Guidelines.

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| <p>7. <i>“The National Contact Points will 1. make the Guidelines known and available by appropriate means, including through online information, and in national languages. (...) 2. raise awareness of the Guidelines and their implementation procedures (...). (Procedural Guidance, I.B.1-2)</i></p> |  |
| a.  | <p>Does the NCP have a dedicated website or dedicated webpages? Please provide the exact link.</p>   |
|   | <p>Yes, see <a href="http://www.oecd-nks.de">http://www.oecd-nks.de</a> or <a href="http://www.bmwi.de/BMWi/Navigation/Aussenwirtschaft/nationale-kontaktstelle-oecd-leitsaetze.html">http://www.bmwi.de/BMWi/Navigation/Aussenwirtschaft/nationale-kontaktstelle-oecd-leitsaetze.html</a>; both links are easily to be found through a web search engine.</p>   |
| b.  | <p>Have the 2011 Guidelines been translated into the national language/s? Any other? Are they available online? Are they made available by other appropriate means? (Printed version of the translated texts, brochures, etc. If so, please elaborate)</p>   |
|   | <p>A German translation of the Guidelines is available on the internet presence of the Federal Ministry of Economics and Technology, other Federal Ministries and the OECD BERLIN CENTRE. A German translation of the revised Guidelines is made available in a printed edition. Furthermore, a leaflet about the Guidelines is posted on the website of the Federal Ministry of Economics. (“Verantwortliches unternehmerisches Handeln im Ausland”, see <a href="http://www.bmwi.de/BMWi/Redaktion/PDF/Publikationen/br-oecd-flyer.property=pdf,bereich=bmwi,sprache=de,rwb=true.pdf">http://www.bmwi.de/BMWi/Redaktion/PDF/Publikationen/br-oecd-flyer.property=pdf,bereich=bmwi,sprache=de,rwb=true.pdf</a>) The leaflet has been translated in English, too ( Responsible Business Conduct in a Global Context, see <a href="http://www.bmwi.de/English/Navigation/Service/publications,did=443004.html">http://www.bmwi.de/English/Navigation/Service/publications,did=443004.html</a>).</p> <p>A print version of the Guidelines has been made available to 230 German Embassies and Consulates world-wide, along with the recommendation to contribute to their further dissemination in guest-countries, whenever and wherever appropriate.</p> |
| c.  | <p>Has your NCP Annual Report to the OECD been made available online? If yes, in which language?</p>   |
|   | <p>Yes, it was made available online in English.</p>   |
| d.  | <p>Has your NCP Annual Report to the OECD been disseminated by means other than the web? If yes, which ones and in which language?</p>   |
|   | <p>A printed Annual Report of the NCP is so far not a tool for the promotion of the Guidelines in</p>  |

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|    | Germany; the NCP disposes over printed versions of the Guidelines in German which are made available on adequate occasions.   |
| e. | Is the NCP required to report within the Government on a regular basis its activities? For example to Parliament?   |
|    | <p>There is no obligation for a regular report, but as an integrated part of the government, the NCP remains accountable to the Parliament. Therefore the NCP is subject to parliamentary control of the Bundestag (Federal ‘Lower House’ of the Parliament) Individual Members of Parliament or Parliamentary Groups have the right to ask oral and written questions with regard to the activities of the NCP. The Bundestag has made use of these possibilities towards the NCP several times, especially during the update process of the Guidelines.</p> <p>There have been various Parliamentary questions which specifically concern the Guidelines, but also general questions on the Foreign Trade Policy of Germany include on a regular basis certain separate issues with regard to the Guidelines and their implementation in Germany.</p> <p>Furthermore, as being placed within the governmental hierarchy the NCP may be required to report any time to higher governmental instances, too.</p> |
| f. | Does the NCP conduct surveys or collect data documenting enterprises’ awareness and use of the Guidelines, such as references in corporate codes of conduct? Please provide relevant details.   |
|    | The Federal Ministry of Economic Affairs is funding research institutions which conduct research on the topic of CSR, as well. The Institute for Research on Medium-Sized Businesses (Institut für Mittelstandsforschung) did for instance research on acceptance of CSR-tools in German businesses and the impact and sense of economic policy concerning CSR. However, the NCP did not collect any data specifically on the Guidelines.   |

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| <p>8. <i>“NCPs will raise awareness of the Guidelines and their implementation procedures, including through co-operation, as appropriate, with the business community, worker organisations, other nongovernmental organisations, and the interested public.” (Procedural Guidance, I.B.2).</i></p> <p><i>“NCPs will co-operate with a wide variety of organizations and individuals, including, as appropriate, the business community, worker organisations, other non-governmental organisations, and other interested parties. Such organisations have a strong stake in the promotion of the Guidelines and their institutional networks provide opportunities for promotion that, if used for this purpose, will greatly enhance the efforts of NCPs in this regard.” (Procedural Guidance, Commentary, I.16)</i></p> <p><i>“Prospective investors (inward and outward) should be informed about the Guidelines as appropriate.” (Procedural Guidance, I.B.1)</i></p> |  |
| a.   | How does the NCP promote the Guidelines and their implementation procedures? Does the NCP have a promotional plan on the Guidelines? If yes, please elaborate. |

The NCP follows a promotional plan based on the idea of presence and openness.

The Guidelines are presented to the public / to stakeholder representatives; this implies exchange and networking with interested groups, individuals, research institutions and stakeholder. The NCP aims hereby at being associated not only with the Guidelines but with the topic of CSR and other related topics and to be one of the main respective contact points. Emphasis is made on the importance and uniqueness of the Guidelines with regard to the implementation and monitoring of CSR principles laid down in the Guidelines. This does not only contribute to the general awareness of the existence of the Guidelines, but helps to be integrated in the respective community dealing with the Guidelines and related issues.

Furthermore, the NCP is open beyond the organised civil society to any interested group or person having questions with regard to the activities of the NCP. That is why the German NCP is for example not hesitant to reply to any enquiries from the research community, i.e. researchers, students and institutes which provide for a certain leverage concerning the promotion of the Guidelines. In the reporting period there have been enquiries for doctoral thesis, papers and articles which have been processed with due care.

The German NCP remains itself open to any indications and insights from those entities. In any outward contact the NCP encourages the exchange of information and insights.

More specifically:

The Guidelines appear on the webpage [www.csr-in-germany.de](http://www.csr-in-germany.de) of the Federal Ministry of Labour and Social Affairs. It is the central page for the comprehensive action plan of the Federal Government to foster CSR in Germany and contains CSR-related activities of all ministries.

A regularly updated website of the German NCP is maintained and is easily found in the internet if the Guidelines are looked for in the context of Germany. It includes any information of the NCP which may be made public.

Moreover, to give a short overview about the Guidelines and their implementation the short leaflet in German and in English, “Verantwortliches unternehmerisches Handeln im Ausland” (see above), is updated and gives a summary introduction to the Guidelines and its purposes and functioning.

Three written scientific enquiries have been replied to and one interview in the context of a doctorate thesis was given on the Guidelines and the German approach towards the Guidelines.

The NCP brought in a guest contribution on the Guidelines from the state secretary Hans-Joachim Otto of the Federal Ministry of Economics in a publication concerning “Responsible Business Conduct in a Global Context” of the Federal Ministry of Labour and Social Affairs.

During the national alignment the NCP promoted the reference of the Guidelines as the most advanced



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|    | <p>CSR instrument in the EU-Statement for the 'UN Working Group on Human Rights and Transnational Corporations and Other Business Enterprises'. At the initiative of the NCP, the Guidelines were presented in the same way in a speech given by Chancellor Angela Merkel on the occasion of the Annual Report 2011 on the Global Compact.</p> <p>Within the governmental organisation the NCP also supports and helps coordinating any outreach initiative for the further promotion and adherence of the Guidelines through developmental policy tools. Any related topic of the Ministry of Economics and Technology is tried to be linked publicly with the Guidelines.</p>   |
| b. | <p>Did the NCP organise or participate in meetings/seminars/conferences to promote the Guidelines and their implementation procedures? Please elaborate with reference to the reporting period.</p>   |
|    | <p>At a conference in Bremen of the German Chambers of Industry and Commerce (DIHK) on the 14<sup>th</sup> September 2011 the NCP presented its points on standards to be observed in the supply chain with reference to the Guidelines.</p> <p>The NCP was given the opportunity to present itself and the revised Guidelines by state secretary Hans-Joachim Otto on the occasion of the International Conference on CSR “CSR in International Dialogue” of the Ministry of Labour and Social Affairs (16<sup>th</sup> December 2011).</p> <p>The NCP participated in the international conference “Rights and Accountability. The way ahead for business and human rights”, which was organised by the University Duisburg-Essen and NGOs. The NCP gave its inputs in the working group concerning the Guidelines.</p>   |
| c. | <p>How has the NCP made use of available institutional networks or representatives of the business community, worker organisations, non-governmental organisations and the interested public to raise awareness and promote the Guidelines and their implementation procedures?</p>   |
|    | <p>The leaflet and additional information on the Guidelines are available at all 80 Chambers of Industry and Commerce in Germany (IHK), at the 61 German bilateral Chambers of Industry and Commerce abroad, at the 19 Offices of the Delegates/Representatives of German Industry and Commerce and their 39 subsidiary offices worldwide (AHK). As the first point of contact for German companies on foreign markets, the AHK network is a part of the official German Foreign Trade Promotion Programme supported by the Federal Ministry of Economics and Technology (BMWi). Furthermore, information on the Guidelines is available at the Association of German Chambers of Industry and Commerce (DIHK), which functions as the umbrella organization for the chambers. The information is displayed at DIHK and IHK events and all other chamber activities at the regional and federal level related to investments in non-adhering countries. An introduction to the Guidelines with contact addresses and a download of the leaflet is integrated on the DIHK and other IHK and AHK websites. In addition, companies with a concrete investment interest in non-adhering countries are informed by</p> |

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|    | <p>IHK and AHK foreign trade officials when being involved by individual contacts. The Guidelines are also mentioned in major chamber publications on foreign investment topics.</p> <p>German business promotes the Guidelines within its various activities to mainstream CSR. The Guidelines are promoted by the BDI/BDA internet portal “CSR Germany”. BDA has also published the guide “The 2011 OECD Guidelines for Multinational Enterprises – An Introduction for Business” (jointly with VNO-NCW) in German and English.</p> <p>The German Confederation of Trade Unions (DGB) promotes the OECD Guidelines within the context of CSR on the DGB website.</p> |
| d. | <p>How does the NCP promote the Guidelines within Government? Please elaborate.</p>  |
|    | <p>All relevant governmental instances are involved in the work of the NCP, as stated above. Moreover, the NCP establishes through the Guidelines a reference point for the comprehensive action plan of the government on CSR.</p> <p>The NCP is always ready to contribute to conferences or any other activity of the government on this topic or related matters (see above).</p>  |
| e. | <p>How is co-operation with state entities (export credits agency, investment state-owned enterprises, overseas investment guarantee and inward investment promotion programs,..) organized, in matters concerning information and promotion of the Guidelines and their implementation?</p> <p>The NCP is also invited to update (in tracked change mode) Annex 1, which describes the links that have been established between the Guidelines and the Export Credit, Overseas Investment Guarantee and Inward Investment Promotion Programs.</p>   |
|    | <p>The Guidelines are promoted in this context by the German government’s main website for foreign trade and investment (iXPOS). The Federal Foreign Office and the Federal Ministry for Economic Cooperation and Development as well as the UN Global Compact Germany represented by the Gesellschaft für Internationale Zusammenarbeit (GIZ) are making reference to the Guidelines in their areas of work.</p> <p>Investment promotion programs and any other governmental foreign trade aid directs enterprises to the Guidelines and abets them to adhere to them.</p>  |
| f. | <p>What use has been made of embassies, notably in emerging markets and other non-adhering countries for raising awareness and promoting the Guidelines?</p>   |
|    | <p>German embassies and consulate offices received a printed version of the revised Guidelines.</p>  |
| g. | <p>Does the NCP relate to OECD partner organizations and/or other leading corporate responsibility instruments, such as the ILO/ILO Conventions/ILO Tripartite Declaration on Multinational Enterprises and Social Policy, the UN Global Compact and its local networks, the UN High Commissioner on Human Rights, the Global Reporting Initiative? Please elaborate as appropriate.</p>   |
|    | <p>The NCP relates to these instruments, as stated above, within the governmental action plan on CSR. The instruments should be seen as mutually reinforcing. The Federal Government emphasizes the importance of all three international, government-backed instruments (OECD Guidelines, ILO</p>   |

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|    | <p>Tripartite Declaration and UN Global Compact) wherever suitable, e.g. in the context of G8/G20. Promotion efforts by the respective agencies often comprise promotion of the other instruments. ILO standards are related to the interpretation and updating of the OECD Guidelines. Other instruments, like the Global Reporting Initiative, can help companies to implement the OECD Guidelines' expectations, especially after the update.</p> <p>Information on the interrelation between the instruments and on important tools available should be provided to companies in a more transparent way. The DGCN has made an overview about three instruments in the context of CSR, namely the UN Global Compact, ISO 2600 and the Guidelines, showing the commonalities and differences of the three instruments.</p> |
| h. | <p>Have enquiries been received on the Guidelines and their implementation procedures from: (a) other NCPs; (b) the business community, labour organisations, other non-governmental organisations, or the public; or (c) governments of non-adhering countries? Please elaborate on the nature and content of these enquiries where appropriate and on how they were handled.</p>   |
|    | <p>There have been enquiries from the scientific community. Three written research enquiries were made from a researcher and students. Moreover, an interview for a doctorate thesis has been given.</p> <p>The questions addressed the Guidelines in general, their acceptance and the reasons for the German model of implementation or certain cases.</p>   |

## C. IMPLEMENTATION IN SPECIFIC INSTANCES

Section C of the revised Procedural Guidance requires NCPs to handle specific instances in a way that is *“impartial, predictable, equitable and compatible with the Guidelines”* (in addition to the *“core criteria of visibility, accessibility, transparency and accountability”* listed in the chapeau of the present questionnaire). The revised Procedural Guidance also includes new provisions on the stages of the specific instance process and indicative timeframes, NCPs cooperation, parallel proceedings and the publication of the results of the procedures.

### General Information on NCP Procedures

9. *“NCPs should provide information on the procedures that parties should follow when raising or responding to a specific instance. It should include advice on the information that is necessary to raise a specific instance, the requirements for parties participating in specific instances, including confidentiality, and the processes and indicative timeframes that will be followed”.* ((Procedural Guidance, Commentary, I.15)

a. Has the NCP developed procedures for handling complaints? If yes, in which language/s? Are they available online? If no, how are they made available to the public?

The NCP has developed procedures for handling specific instances. These are available online and provide information on how to bring a complaint before the NCP. Information on confidentiality, timeframes, eligibilities and other specificities of the procedure are indicated in clear diction. The implemented procedures are available in German, whereas the distinct chapter on procedures is made available in English.

b. Have the NCP procedures for handling complaints been modified as a result of the revised Procedural Guidance? If not, is this being envisaged? In next year’s implementation phase of the Guidelines?

Due to the revision of the Guidelines the procedural guidance for specific instances concerning the German NCP will be updated. The available guidance is nevertheless not in contradiction with the revised Guidelines.

### Specific Instances during the Reporting Period

This section is devoted to the activities of NCPs in relation to specific instances that were raised, considered or concluded during the June 2011-2012 reporting cycle.

The following questions have been developed with a view to the revised Procedural Guidance, Section C and related Commentary I, 22-41. Please ensure that the information submitted is suitable for public dissemination.

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| 10. Please fill in, where appropriate (and subject to any relevant confidentiality provisions in the Procedural Guidance and Commentary), the following template for each specific instance received, under consideration or concluded in the reporting period.  |  |   |
| <i>Sector and Country</i>  | Cotton Sector in Uzbekistan  |   |
| <i>Date complaint received</i>   | 22/10/2010   |   |
| <i>Complainant/s</i>   | NGO's  |   |
| <i>Name of Complainant/s</i>   | European Center for Constitutional and Human Rights; Uzbek-German Forum for Human Rights e.V.  |   |
| <i>Industry sector<sup>1</sup></i>   | Agriculture (A)/Wholesale (G)  |   |
| <i>Name of Enterprise/s</i>  | Otto Stadlander GmbH/Bremen  |   |
| <i>Relevant Chapter(s) and Paragraph(s) from Guidelines</i>  | Chapter II (General Policies), 1, 2, 10; Chapter IV (Employment and Industrial Relation), 1b, 1c   |   |
| <i>As a general principle, NCPs should strive to conclude the procedure within 12 months from receipt of the specific instance. It is recognised that this timeframe may need to be extended if circumstances warrant it, such as when the issues arise in a non-adhering country. (Procedural Guidance, Commentary, 41)</i> |  |   |
| <i>Initial Assessment*</i><br>From 22/10/2010 to 15/04/2011<br><br>*From specific instance received to it being accepted or rejected.<br><br><i>Preferably within three months from receipt of the specific instance according to Indicative Timeframe (Procedural Guidance, Commentary, I.40.1)</i>                         | <i>Assistance to Parties*</i><br>From 18/04/2011 to 21/07/2011<br><br>*From specific instance accepted to conclusion of the procedures – | <i>Conclusion of the procedures*</i><br>From 22/07/2011 to 01/11/2011<br><br>* From Conclusion of the procedures to NCP Final Statement issued.<br><br><i>The NCP should issue its statement or report within three months after the conclusion of the procedure. (Procedural Guidance, Commentary, I.40.3)</i> |

<sup>1</sup> Please specify sector with reference to the [UN ISIC International Standard Industrial Classification of All Economic Activities, Rev.4](#): A - Agriculture, hunting and forestry; B - Fishing; C - Mining and quarrying ; D - Manufacturing ; E - Electricity, gas and water supply ; F – Construction; G - Wholesale and retail trade; repair of motor vehicles, motorcycles and personal and household goods ; H - Hotels and restaurants ; I - Transport, storage and communications ; J - Financial intermediation ; K - Real estate, renting and business activities ; L - Public administration and defence; compulsory social security ; M - Education ; N - Health and social work ; O - Other community, social and personal service activities ; P - Private households with employed persons ; Q - Extra-territorial organizations and bodies.

11. For each specific instance received, under consideration or concluded in the reporting period, please answer as appropriate to the following questions.

| <i>A. Initial Assessment</i> |  |
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| a.                           | <p>What practical issues arose during the initial assessment of the specific instance?</p> <p>How was the information on the specific instances gathered?</p> <p>Was accessibility to reliable information or the protection of confidentiality or the identity of the parties an issue?</p>   |
|                              | <p>Information was gathered through the parties involved, the German Foreign Office, Ministry for Economic Cooperation and Development and the Ministry for Labour and Social Affairs, ILO-Conferences and Reports and the business community "Branchenverband Textil".</p>  |
| b.                           | <p>Were the issues raised in the specific instance also been addressed in parallel proceedings? If so, what was the nature of the latter proceedings? Were both parties involved in these proceedings? How did the latter procedure affect the specific instance procedure? Did the NCP consult the institutions conducting the parallel proceedings?</p>  |
|                              | <p>There have been other negotiations between the parties ending in a declaration of cease and desist with regard to the allegations of the complainant. They ended before the initiation of this specific instance. This is did not influence the proceedings of the NCP.</p>   |
| c.                           | <p>At the end of the initial assessment, was the request to consider the specific instance accepted or rejected? Was the specific instance transferred to another NCP? If it was rejected, can you specify why?.</p>   |
|                              | <p>It was not rejected; the initial assessment was carefully contemplated.</p>   |
| d.                           | <p>Has the NCP issued a statement/report on its decision that the issues raised merit or did not merit further examination? If so, was it circulated only to the parties involved or made publicly available? Please elaborate.</p>  |
|                              | <p>After the initial assessment the NCP did not deem it to serve the purpose of the mediation to submit any report on the merits. It asked the parties to submit further information due to issues raised during the initial examination. Before the conclusion of the specific instance no report was made publicly available. However, the final declaration, which was made publicly available, provides information on all examined details.</p> |

| <i>B. Assistance to the parties</i> |  |
|-------------------------------------|--|
| a.                                  | <p>If conciliation or mediation was provided, were these services provided without costs to the parties?</p> |
|                                     | <p>Yes.</p>  |

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| b. | In what form has the NCP provided its good offices?  |
|    | In order to avoid any misunderstandings, the NCP informed the company about the formal stage of the specific instance, further steps of the proceeding ahead and asked for clarification with regard to the allegations and the underlying facts. The complainants were asked to provide more information, as well, in order to get a complete picture. Afterwards, the parties were invited to talks in which they should find an agreement with the help of the NCP. |

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| <i>C. Conclusion of the procedures</i> |  |
| a.                                     | Did the parties reach agreement on the issues raised? Please elaborate as appropriate.   |
|  | The parties reached an agreement on the issues raised. The company was not seen to be liable for child labour in Uzbekistan; instead it tried to work against child labour. The parties agreed that the enterprise will undertake further efforts to work against child labour in the context of business unions in which it is a member.  |
| b.                                     | If an agreement was reached, did the NCP issue a report on the results? How was the agreement made publicly available? Through a press release, publication on the website,..?   |
|  | The report is publicly available in the internet presence of the NCP. Both parties reached an agreement and were very understanding to each other's points and perspectives and issued own press releases with reference to the final report.  |
| c.                                     | Where the parties failed to reach agreement, did the NCP issue a statement concluding the specific instance ? Please elaborate as appropriate  |
|  | This does not apply to this instance. The final report on the agreement is a comprehensive declaration of both parties on the matter with certain statements of the NCP serving for clarification. In this specific instance the NCP held such a line of action to be most adequate.   |
| d.                                     | Did the statement contain recommendations on the implementation of the Guidelines? Did it contain provisions for the monitoring of the implementation of the recommendations? Please elaborate as appropriate.   |
|  | Among others the company declared to join the UN Global Compact Network; in that network every participating company reports annually about its progresses made in implementing the CSR standards laid down including measures against child labour. The company will organize a training of its employees in order to further sensitise for child labour in its supply chains. Furthermore, the company will report to the NCP about its efforts after a year and intensify its respectable, already existing efforts against child labour. |

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| e. | How was the statement made publicly available? Through a press release, publication on the website,..?  |
|    | See above.  |
| f. | Was the NCP further contacted by parties after the conclusion of the specific instance? Please elaborate as appropriate.)   |
|    | Both parties expressed their gratefulness to the NCP for its good offices; the participating claimant communicated and made public a paper about the procedure with critical comments.  |
| g. | Did the statement contain other information on the implementation of the Guidelines? Please elaborate as appropriate.   |
|    | The final declaration included statements of the NCP on child labour as a topical matter for the government; it contained details of the specific instance and next to the resolution the follow-up of the specific instance. |

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| <i>D. NCP coordination</i> |   |
| a.                         | Was the specific instance a multi-jurisdictional instance and involved other NCPs? If yes, please specify.                              |
|                            | Similar complaints were also submitted to the British, French and Swiss NCPs by the complainant.  |
| b.                         | If the specific instance takes place among adhering countries, are the home and the host NCPs consulting? Please provide details.       |
|                            | The British, French, German and Swiss NCPs corresponded regularly on these cases.   |
| c.                         | Was a leader NCP identified?  |
|                            | As the similar complaints involved different companies and every NCP was competent for its own case, no leading NCP needed to be found. |
| d.                         | Are all involved NCPs dealing with the same complaint or are there issues that each NCP is handling separately?                         |
|                            | See c.  |

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| <i>E. Timeframe</i> |   |
| a.                  | What was the duration of the specific instance procedure? More specifically, what were the respective lengths of the three intermediate phases (1. initial assessment; 2. assistance to the parties and 3. conclusion of the procedures)? |
|                     | The specific instance took a little bit more than one year. The initial assessment was complex and took   |



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|  | 6 months; the assistance took 3 months, the conclusion for a comprehensive declaration took 4 months. |
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| <i>F. Other</i> |  |
| a.              | Has the specific instance involved business activities in a non-adhering country?  |
|                 | Yes, Uzbekistan  |
| b.              | Does the specific instance involve a specific business relationship (supplier, subcontractor...)?  |
|                 | This was inter alia subject to examination. The thoughtful consideration on this can be found in the final declaration.  |
| c.              | Has the home NCP liaised with the parent company of the enterprise party to the specific instance?   |
|                 | Does not apply to the instance.  |
| d.              | Would the NCP care to contribute additional information about the specific instances considered?   |
|                 | The NCP congratulates both parties to the declaration and the amicable solution they have found. The NCP accepted deliberately competence for this specific instance, as it considers child labour an essential issue of the Guidelines. |

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| 12. Please fill in, where appropriate (and subject to any relevant confidentiality provisions in the Procedural Guidance and Commentary) ,the following template for each specific instance received, under consideration or concluded in the reporting period.  |  |   |
| <i>Sector and Country</i>  | Telecommunication in USA and Montenegro  |   |
| <i>Date complaint received</i>   | 07/07/2011   |   |
| <i>Complainant/s</i>   | NGO's, Trade Union   |   |
| <i>Name of Complainant/s</i>   | Communications Workers of America (CWA), ver.di und UNI Global Union   |   |
| <i>Industry sector<sup>2</sup></i>   | Communication (I)  |   |
| <i>Name of Enterprise/s</i>  | Deutsche Telekom AG  |   |
| <i>Relevant Chapter(s) and Paragraph(s) from Guidelines</i>  | Chapter I.3, I.5; Chapter V.1a, V.4a, V.8  |   |
| <i>As a general principle, NCPs should strive to conclude the procedure within 12 months from receipt of the specific instance. It is recognised that this timeframe may need to be extended if circumstances warrant it, such as when the issues arise in a non-adhering country. (Procedural Guidance, Commentary, 41)</i> |  |   |
| <i>Initial Assessment*</i><br>From 08/07/2011 to 08/008/2011<br><br>*From specific instance received to it being accepted or rejected.<br><br><i>Preferably within three months from receipt of the specific instance according to Indicative Timeframe (Procedural</i>  | <i>Assistance to Parties*</i><br>-<br><br>*From specific instance accepted to conclusion of the procedures – | <i>Conclusion of the procedures*</i><br>-<br><br>* From Conclusion of the procedures to NCP Final Statement issued.<br><br><i>The NCP should issue its statement or report within three months after the conclusion of the procedure. (Procedural</i> |

<sup>2</sup> Please specify sector with reference to the [UN ISIC International Standard Industrial Classification of All Economic Activities, Rev.4](#): A - Agriculture, hunting and forestry; B - Fishing; C - Mining and quarrying ; D - Manufacturing ; E - Electricity, gas and water supply ; F – Construction; G - Wholesale and retail trade; repair of motor vehicles, motorcycles and personal and household goods ; H - Hotels and restaurants ; I - Transport, storage and communications ; J - Financial intermediation ; K - Real estate, renting and business activities ; L - Public administration and defence; compulsory social security ; M - Education ; N - Health and social work ; O - Other community, social and personal service activities ; P - Private households with employed persons ; Q - Extra-territorial organizations and bodies.

13. For each specific instance received, under consideration or concluded in the reporting period, please answer as appropriate to the following questions.

| <i>A. Initial Assessment</i> |   |
|------------------------------|---|
| a.                           | <p>What practical issues arose during the initial assessment of the specific instance?<br/>How was the information on the specific instances gathered?<br/>Was accessibility to reliable information or the protection of confidentiality or the identity of the parties an issue?</p>  |
|                              | Information was gathered through the complainant.   |
| b.                           | <p>Were the issues raised in the specific instance also been addressed in parallel proceedings? If so, what was the nature of the latter proceedings? Were both parties involved in these proceedings? How did the latter procedure affect the specific instance procedure? Did the NCP consult the institutions conducting the parallel proceedings?</p> |
|                              | None are known to the NCP.  |
| c.                           | <p>At the end of the initial assessment, was the request to consider the specific instance accepted or rejected? Was the specific instance transferred to another NCP? If it was rejected, can you specify why?.</p>  |
|                              | The NCP gave advice and referred the Complainant to the NCPs of the USA , as the NCP of the USA seemed prima facie to be competent for the specific instance. Hence, the Complainant who was informed about the competent NCP continued its case in the USA.  |
| d.                           | <p>Has the NCP issued a statement/report on its decision that the issues raised merit or did not merit further examination? If so, was it circulated only to the parties involved or made publicly available? Please elaborate.</p>   |
|                              | The NCP informed why it was not competent for that specific instance. It gave advice what the relevant factors are and indicated the competent NCPs. The NCP of the USA was contacted, as well.   |

| <i>B. Assistance to the parties</i> |   |
|-------------------------------------|---|
| a.                                  | If conciliation or mediation was provided, were these services provided without costs to the parties? |
|                                     | Does not apply.   |

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| b. | In what form has the NCP provided its good offices?                              |
|    | The NCP contacted the NCP of the USA and gave advice on an admissible complaint. |

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| <i>C. Conclusion of the procedures</i> |  |
| a.                                     | Did the parties reach agreement on the issues raised? Please elaborate as appropriate.   |
|  | See Annual Report of the USA.  |
| b.                                     | If an agreement was reached, did the NCP issue a report on the results? How was the agreement made publicly available? Through a press release, publication on the website,..?                                 |
|  | See Annual Report of the USA   |
| c.                                     | Where the parties failed to reach agreement, did the NCP issue a statement concluding the specific instance ? Please elaborate as appropriate  |
|  | See Annual Report of the USA.  |
| d.                                     | Did the statement contain recommendations on the implementation of the Guidelines? Did it contain provisions for the monitoring of the implementation of the recommendations? Please elaborate as appropriate. |
|  | See Annual Report of the USA.  |
| e.                                     | How was the statement made publicly available? Through a press release, publication on the website,..?   |
|  | See Annual Report of the USA.  |
| f.                                     | Was the NCP further contacted by parties after the conclusion of the specific instance? Please elaborate as appropriate.)  |
|  | See Annual Report of the USA.  |
| g.                                     | Did the statement contain other information on the implementation of the Guidelines? Please elaborate as appropriate.  |
|  | See Annual Report of the USA.  |

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| <i>D. NCP coordination</i> |  |
| a.                         | Was the specific instance a multi-jurisdictional instance and involved other NCPs? If yes, please specify. |

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|----|---|
|    | It involved the NCP of the USA.   |
| b. | If the specific instance takes place among adhering countries, are the home and the host NCPs consulting? Please provide details.                       |
|    | Even though the case did not concern the German NCP on a technical basis, the NCP contacted the NCP of the USA for an update in order to stay informed. |
| c. | Was a leader NCP identified?  |
|    | The US-NCP.   |
| d. | Are all involved NCPs dealing with the same complaint or are there issues that each NCP is handling separately?   |
|    | See Annual Report of the USA.   |

|                     |   |
|---------------------|---|
| <i>E. Timeframe</i> |   |
| a.                  | What was the duration of the specific instance procedure? More specifically, what were the respective lengths of the three intermediate phases (1. initial assessment; 2. assistance to the parties and 3. conclusion of the procedures)? |
|                     | The initial assessment took 1 month in Germany, before it was handed over to a competent NCP.   |

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| <i>F. Other</i> |  |
| a.              | Has the specific instance involved business activities in a non-adhering country?                  |
|                 | Yes, the case hinted at a specific instance in Montenegro, which was not further substantiated.    |
| b.              | Does the specific instance involve a specific business relationship (supplier, subcontractor...)?  |
|                 | See Annual Report of the USA.  |
| c.              | Has the home NCP liaised with the parent company of the enterprise party to the specific instance? |
|                 | See Annual Report of the USA.  |
| d.              | Would the NCP care to contribute additional information about the specific instances considered?   |
|                 | See Annual Report of the USA.  |



## D. OTHER IMPLEMENTATION ISSUES

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| <p>14. Proactive Agenda - <i>In accordance with the Investment Committee's proactive agenda, NCPs should maintain regular contact, including meetings, with social partners and other stakeholders (...)</i> ((Procedural Guidance, Commentary, I.18).</p> |   |
| a.   | <p>Has the NCP held or planned activities in accordance with the Investment Committee proactive agenda? (seminars and/or conferences on specific Guidelines issues, informative publications or guides.)?</p>                 |
|  | <p>The NCP endorses the Proactive Agenda. Therefore the NCP kept contact with social partners and stakeholders and widened its network. For details please look at the indications at point 8 a.</p>                          |
| b.   | <p>What proactive agenda issues deserve particular attention in your country?</p>   |
|  | <p>The NCP took the opportunity in a conference of the German Chambers of Industry and Commerce (DIHK) on the 14<sup>th</sup> September 2011 to present implications of the Guidelines for the supply chain of companies.</p> |

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| <p>15. Peer Learning - <i>In addition to contributing to the Committee's work to enhance the effectiveness of the Guidelines, NCPs are encouraged to engage in peer learning/ reviews activities. Such peer learning can be carried out through meetings at the OECD or through direct co-operation between NCPs.</i> ((Procedural Guidance, Commentary, I.19).</p> |  |
| a.  | <p>Did the NCP participate in peer learning activities with other NCPs ? Please elaborate.</p>   |
|   | <p>Yes, the German NCP participated in the Voluntary Peer Review of Japan's NCP in Tokyo from the 17<sup>th</sup>-19<sup>th</sup> April 2012</p> |
| b.  | <p>Would the NCP be prepared to engage in a "voluntary peer review? Within the next twelve months? Later on?</p>                                 |
|   | <p>Yes, the German NCP declared in its readiness to engage in a 'voluntary peer review'.</p>   |

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| <p>16. Do you wish to provide any other information on the nature and results of NCP activities during this implementation cycle of the updated Guidelines, including on any useful experiences and/or difficulties encountered in carrying out the duties of the NCP?</p> |  |
|  | <p>The German NCP appreciates the attention on issues of the Guidelines in stakeholders' activities (like the DIHK and BDA).</p> |

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|  | Moreover, the German speaking countries (Austria, Germany, Switzerland) have met on the 30 <sup>th</sup> September 2011 in order to discuss the relevant issues of translations and other organisational matters; it was a fruitful encounter and exchange with regard to the practices of the respective NCPs. |
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| 17. Future work. What issues might deserve particular attention during the 2012-2013 implementation cycle of the OECD Guidelines? Please elaborate as appropriate. |  |
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|  | The process of elaborating a handbook on the Guidelines deserves particular attention not only by individual NCPs, but the OECD Secretariat should take a leading role in coordinating a related effort. |
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**E. WEAK GOVERNANCE ZONES AND CONFLICT-AFFECTED AND HIGH RISK AREAS**

*N.B. If the NCP does not have exclusive responsibility in regard to the Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High Risk Areas or the OECD Risk Awareness Tool for Multinational Enterprises in Weak Governance Zones, it is invited to consult relevant state agencies concerning the following questions.*

**Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High Risk Areas<sup>3</sup>**

On 25 May, 2011 the OECD Council meeting at Ministerial level adopted a Recommendation on Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High Risk Areas (hereafter the “*Guidance*”) [C(2011)49]. According to this Recommendation, adhering governments to the Declaration on International Investment and Multinational Enterprises are expected to actively promote the observance of the “*Guidance*” approved by the Investment Committee and the Development Assistance Committee in December 2010.

|   |   |
|---|---|
| 1 | <p>How has the <i>Guidance</i> been disseminated and its observance actively promoted among companies operating in or from your country and sourcing minerals from conflict-affected or high-risk areas? Which government agency has been actively been involved? What means have been used?</p>  |
|   | <p>The German Mineral Resources Agency (DERA) at the Federal Institute for Geosciences and Natural Resources (BGR) has organized a workshop in October 2011 with company associations and informed companies from different sectors (electronics industry, automotives, chemical industries and others) on requirements of due diligence for responsible supply chains of minerals including the respective <i>Guidance</i>. In working groups companies from different sectors discussed their approaches and how this relates to their management systems.</p> <p>Furthermore, companies have been informed through several presentations of DERA/BGR at meetings of company associations. DERA also answered several direct requests by companies on due diligence of supply chains, also referring to and pointing out the requirements of the <i>Guidance</i>.</p> <p>The website of BGR on mineral certification refers to the website of the above mentioned guidance.</p> |
| 2 | <p>What measures have been taken to actively support the integration into corporate management systems of the Five-Step Framework for Risk-Based Due Diligence recommended by the <i>Guidance</i>?</p>  |
|   | <p>DERA has made companies aware of the <i>Guidance</i> which are working in this area of field, see above 1. The government cannot impose a tool like the <i>Guidance</i> on companies. Nevertheless, the advantages of the <i>Guidance</i> are getting across and are promoted.</p>   |

<sup>3</sup> <http://www.oecd.org/dataoecd/62/30/46740847.pdf>

|   |  |
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| 3 | What measures have been taken to promote the active use of the <i>Guidance</i> by other stakeholders professional associations, financial institutions, and civil society organisations? |
|   | DERA/BGR informed on due diligence requirements including the OECD Guidance on several conferences and panels with other stakeholders in Germany.  |

| <b>OECD Risk Awareness Tool for Multinational Enterprises in Weak Governance Zones<sup>4</sup></b>   |   |
|--|---|
| On 8 June 2006, the OECD Council adopted the OECD Risk Awareness Tool for Multinational Enterprises in Weak Governance Zones [C(2006)127] and recommended the widest possible dissemination of the Tool by adhering governments and its active use by multinational enterprises and other concerned parties. |   |
| 4.   | Has the OECD Risk Awareness Tool for Multinational Enterprises in Weak Governance Zones continued to be disseminated or otherwise referred to in the context of interactions with enterprises and stakeholders? Please elaborate.   |
|  | The BGR started a pilot programme on the certification of extracted minerals in the DRC and Rwanda. The referred Certified Trade Chains Standard (CTC) was applied in this context. The CTC is deducted from the OECD Guidelines for Multinational Enterprises, Risk Awareness Tool, and Due Diligence Guidance for Responsible Supply Chain Management of Minerals from Conflict-affected and High-risk Areas. |
| 5.   | Do you have information about the use of this instrument by investors in Weak Governance Zones?   |
|  | There is no information at hand momentarily.  |

<sup>4</sup> <http://www.oecd.org/dataoecd/26/21/36885821.pdf>



**Annex 1. The OECD Guidelines and Export Credit, Overseas Investment Guarantee and Inward Investment Promotion Programmes**

|                |   |  |
|----------------|---|--|
| Australia      | Export credit and investment promotion            | Australia's Export Finance and Insurance Corporation (EFIC) promotes corporate social responsibility principles on its website, including the OECD Guidelines. The Guidelines are hosted on the Australian NCP's website. Links to the Australian NCP's website are provided on the Foreign Investment Review Board and the Austrade websites.   |
| Austria        | Export credits                                    | Oesterreichische Kontrollbank AG, acting as the Austrian export credit agency on behalf of the Austrian Federal Ministry of Finance, is actively promoting corporate responsibility principles and standards. On its website, extensive information on CSR issues, including the current text of the Guidelines, is available.   |
| Belgium        | Export credit and investment guarantees           | The Belgian Export Credit Agency mentions the OECD Guidelines in its investment guarantees and all export credit guarantees.   |
| Canada         | Export Credits                                    | The Export Development Canada (EDC) promotes corporate responsibility principles and standards, including the recommendations of the Guidelines. EDC has linked its website with that of Canada's NCP. Guidelines brochures are distributed. Dialogue on CSR with key stakeholders is maintained.  |
| Chile          | Investment promotion                              | The Foreign Investment Committee is the agency which promotes Chile as an attractive destination for foreign investment and international business.  |
| Czech Republic | Investment promotion                              | There is a special agency called "Czech Invest" operating in the Czech Republic which provides information on the Czech business environment to foreign investors. It has prepared an information package (which includes the Guidelines) that is passed to all foreign investors considering investing within the territory of the Czech Republic. The Czech NCP co-operates closely with Czech Invest. |
| Denmark        | Export credits                                    | When applying for export credits, the Danish Eksport Kredit Fonden informs exporters about the OECD Guidelines and encourages exporters to act in accordance with the OECD Guidelines.   |
| Egypt          | Investment promotion                              | The General Authority for Investment and Free Zones (GAFI) is the Egyptian investment promotion agency. GAFI was under the Ministry of Investment but in March 2011 it became under the supervision of the Cabinet directly. ENCP maintains a close ties with GAFI. Through GAFI ENCP and the Guidelines brochures are distributed.  |
| Estonia        | Investment promotion                              | The Estonian Investment Agency has published a description of the Guidelines and added a link to the Estonian NCP website.   |
| Finland        | Export credit guarantees and investment insurance | Finland's Export Credit Agency, Finnvera, calls the attention of guarantee applicants to the Guidelines through its web pages and CSR report.  |
| France         | Export credits and investment guarantees          | Companies applying for export credits or for investment guarantees are systematically informed about the Guidelines. This information takes the form of a letter from the organisation in charge of managing such programmes (COFACE) as well as a letter for companies to sign acknowledging that they are aware of the Guidelines (" <i>avoir pris connaissance des Principes directeurs</i> ").       |

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| Germany | Investment guarantees                            | Companies applying for investment guarantees are referred to the Guidelines directly by the application form. In the application process, they have to confirm awareness of this reference by signature. The reference also provides a link to further information on the Guidelines.   |
| Greece  | Investment promotion                             | The <i>Guidelines</i> are available on the portal <a href="http://www.mnec.gr">www.mnec.gr</a> as well as on the websites of the Ministry of Foreign Affairs ( <a href="http://www.agora.gr">www.agora.gr</a> ), the Invest in Greece Agency ( <a href="http://www.investingreece.gov.gr">www.investingreece.gov.gr</a> ), the General Secretariat of Consumers Affairs ( <a href="http://www.efpolis.gr">http://www.efpolis.gr</a> ), the and the Export Credit Insurance Organization (ECIO) ( <a href="http://www.oaep.gr">www.oaep.gr</a> ).  |
| Hungary | Investment promotion                             | The site of Investment and Trade Development Agency has links to the Ministry for National Economy, EXIMBANK, MEHIB, and other ministries where important OECD documents on bribery, anti-corruption, and export credits are available. Cross links support the quick search for relevant OECD documents.   |
| Israel  | "Invest in Israel" - Investment Promotion Center | The site of Israel's Investment Promotion Centre has a direct link to the Israeli NCP web site where the OECD Guidelines are available electronically. The NCP works in close cooperation with the Investment Promotion Center  |
| Italy   | Export credits                                   | <p>The Italian NCP works closely with SACE (the Italian Agency in charge of insuring export credit) and contributes to its activities. SACE published the Guidelines on its website and introduced the acknowledgment declaration of companies on the Guidelines in its procedures.</p> <p>The Italian NCP also involved in its activities ICE (National Institute for the promotion of export), SIMEST (Financial Company for export support), and Invitalia (Inward Investment Agency). These organisations are disseminating the Guidelines among enterprises and publishing them on their websites.</p> <p>Together with the Guidelines they are promoting the risk-awareness tool in conflict areas.</p> |
| Japan   | Trade-investment promotion                       | The Guidelines (basic texts and Japanese translation) are available on the websites of the Ministry of Foreign Affairs (MOFA); Ministry of Health, Labour and Welfare (MHLW); and the Ministry of Economy, Trade and Industry (METI). The Japan External Trade Organization (JETRO) website, the ASEAN-Japan Centre website and the Nippon Export and Investment Insurance (NEXI) website are also linked to the summary, full texts of the Guidelines, introduction of the Japanese NCP activity including its procedures and promotion.   |
| Korea   | Trade-investment promotion                       | OECD Guidelines can be found at the MKE (Ministry of Knowledge Economy) website ( <a href="http://www.mke.go.kr">www.mke.go.kr</a> ). MKE promotes trade and investment.  |

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| Lithuania   | Investment promotion                          | <p>“Invest Lithuania” Agency (<a href="http://www.businesslithuania.com">http://www.businesslithuania.com</a>) operates in the Republic of Lithuania and provides information on the Lithuanian business environment to foreign investors. It has prepared an information package that is passed to all foreign investors considering investing within the territory of Lithuania. The Lithuanian NCP (at the Ministry of Economy) co-operates closely with the “Invest Lithuania” Agency. Investment Promotion Programme for the period of 2008-2013 was adopted by the Government on 19<sup>th</sup> of December 2007. The goal of the programme is to improve investment environment in Lithuania in general and to establish an efficient system for the promotion of direct investment, focusing on long term development of economy and the prosperity of the society. Whole text of the Investment promotion Programme can be found at the web page of the Ministry of Economy:</p> <p><a href="http://www.ukmin.lt/en/investment/invest-promotion/index.php">http://www.ukmin.lt/en/investment/invest-promotion/index.php</a></p> |
| Mexico      | Investment Promotion                          | <p>The Mexican NCP is located within the Directorate General for Foreign Investment in the Ministry of Economy, which is responsible for Mexico’s participation in the Investment Committee as well as in different international organisations, among other activities. The guidelines can be found on the website. Mexico’s investment promotion agency - PROMEXICO - works in close co-operation with this Department.</p>   |
| Netherlands | Export credits and investment guarantees      | <p>Applicants for these programmes or facilities receive copies of the Guidelines. In order to qualify, companies must state that they are aware of the Guidelines and that they will endeavour to comply with them to the best of their ability. Applicants for the PSI programme have to prepare a CSR policy plan based on the OECD Guidelines (<a href="http://www.oesrichtlijnen.nl/aan-de-slag/maak-mvo-beleid/">http://www.oesrichtlijnen.nl/aan-de-slag/maak-mvo-beleid/</a>).</p>  |
| New Zealand | Export Credit promotion                       | <p>New Zealand’s Export Credit Office (ECO) mentions the OECD MNE Guidelines on its website. The ECO also provides a link to both the OECD Guidelines and the New Zealand NCP’s website.</p>  |
| Norway      | Guarantee Institute for Export Credits (GIEK) | <p>GIEK has developed its own social responsibility policy which is posted on its website. For more information please see: <a href="http://www.giek.no/giek_en/default.asp?menu=610&amp;page=277&amp;cells=0">http://www.giek.no/giek_en/default.asp?menu=610&amp;page=277&amp;cells=0</a></p>   |
| Peru        | Investment Promotion                          | <p>The Peruvian NCP is located in the Investment Promotion Agency-PROINVERSION, which provides information and guidance services to foreign investors on the Peruvian business environment including information of the OECD Guidelines and the NCP tasks.</p>  |
| Poland      | Investment promotion                          | <p>The Polish NCP is located in the investment promotion agency (PAiIZ). The Polish Information and Foreign Investment Agency helps investors to enter the Polish market and find the best ways to utilise the possibilities available to them. It guides investors through all the essential administrative and legal procedures that involve a project; it also supports firms that are already active in Poland. PAiIZ provides rapid access to the complex information relating to legal and business matters regarding investments, helps in finding the appropriate partners and suppliers, together with new locations.</p>  |

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| Portugal        | Exports and Investment Promotion               | AICEP – Portugal Global is a Business Development Agency responsible for the promotion of exports, the internationalisation of Portuguese companies, especially SMEs and for inbound foreign investment. The Guidelines are part of the information given to all companies.  |
| Romania         | Romanian Agency for Foreign Investments (ARIS) | <p>The Romanian NCP is located within the Romanian Agency for Foreign Investments (ARIS). The RNCP’s webpage was developed starting from the Romanian Agency for Foreign Investment central site. The Guidelines (basic texts) are available electronically on the sites of the MFA (<a href="http://www.mae.ro">www.mae.ro</a>) and the Romanian Agency for Foreign Investments (ARIS) (<a href="http://www.arisinvest.ro">www.arisinvest.ro</a>). The Guidelines and the relevant decisions of the OECD Council have been translated in the Romanian language. Other useful documents posted on the RNCP’s web page include:</p> <ul style="list-style-type: none"> <li>• Policy framework for Investment;</li> <li>• OECD Risk Awareness Tool for Multinational Enterprises in Weak Governance Zones.</li> </ul> <p>Romanian Agency for Foreign Investment edited, among other specific promotional materials, the brochure entitled “Frequently Asked Questions - An Overview”, including a separate chapter on Romanian National Contact Point and OECD Guidelines for Multinational Enterprises.</p> |
| Slovenia        | Promotion and awareness of OECD Guidelines     | <p>The Slovenian NCP is established within the Ministry of Economy of the Republic of Slovenia. The promotion and use of the OECD Guidelines for Multinational Enterprises is already a part of Slovenian policies Slovenia NCP promoted the OECD Guidelines through preparation of speeches.</p> <p>Foreign investors which apply for public tender declare that the recipient of the co-financing will abide by the OECD Guidelines for Multinational Enterprises and the principles laid down in the Declaration on International Investments and Multinational Enterprises.</p>  |
| Slovak Republic | Investment promotion                           | NCP is established at the Ministry of Economy of the Slovak Republic. The Guidelines are promoted in Slovak language at Ministry’s webpage. The Ministry of Economy is funding and supervising an agency for investment and trade development (SARIO) that promotes both business environment and investment opportunities. The investors entering the Slovak republic who had been awarded with governmental incentives are to commit themselves to keep the Guidelines (part of the awarding decision).  |
| Spain           | Investment guarantees                          | CESCE (Export Credit Agency) that manages investment guarantees, COFIDES (Corporation for Development Finance) provide Guidelines brochures to applicants for support and investment guarantees.   |
| Sweden          | Export credits                                 | The Swedish Export Credits Guarantee Board provides all its customers with information on the rules on environment, the rules on bribery, the OECD Guidelines for MNE’s and the Swedish Partnership for Global Responsibility.   |
| Switzerland     | Export credits insurance                       | The Swiss Export Risk Insurance (SERV) promotes corporate responsibility principles. On its website, it provides information regarding the Guidelines and their implementation mechanism ( <a href="http://www.serv-ch.com">www.serv-ch.com</a> ).   |

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| Turkey         | FDI   | The Turkish NCP is located within the General Directorate of Foreign Investment (Treasury) which is the authorised body for investment policy making. The Treasury's website provides information on the Guidelines. |
| United Kingdom | Export credits and investment insurance             | The Export Credits Guarantee Department's (ECGD) website contains links to the website of the UK National Contact Point.   |
| United States  | Export and import credits and investment guarantees | The Export-Import Bank of the United States provides information on the Guidelines to applicants for their programmes in support of U.S. business activities abroad.   |