

## NATIONAL CONTACT POINT REPORTING QUESTIONNAIRE (2017)

This questionnaire is designed to help National Contact Points fulfil their reporting obligations as described in the Procedural Guidance of the OECD Guidelines for Multinational Enterprises. The answers to the questions should reflect the nature and results of the activities of the NCP<sup>1</sup>.

### STRUCTURE

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

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

Annex 1: NCP PROMOTIONAL ACTIVITIES

Annex 2: SPECIFIC INSTANCES

### TYPES OF QUESTIONS

#### 1. Yes/No questions

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

#### Example:

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

#### 2. Open-ended questions

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

#### Example:

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

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

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

**Example:**

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

## TERMS USED IN THE QUESTIONNAIRE

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

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

## REPORTING PERIOD

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

## SUBMISSION

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

Should you have any questions on how to fill this questionnaire, please contact [barbara.bijelic@oecd.org](mailto:barbara.bijelic@oecd.org).

## NATIONAL CONTACT POINT REPORTING QUESTIONNAIRE (2017)

A. CONTACT INFORMATION	
<i>Please provide the contact information of the person filling in the questionnaire.</i>	
Name:	Diana PUTNINA
Job title:	Counsellor of the OECD and Economic Cooperation Division, Ministry of Foreign Affairs
Email:	Diana.Putnina@mfa.gov.lv
Telephone number:	371-67016418

B. INSTITUTIONAL ARRANGEMENTS	
<b>(a) Location of the NCP</b>	
1. Is the NCP located in a Ministry?	Yes
If yes, in which Ministry is the NCP located?	Ministry of Foreign Affairs
If yes, in which department of the Ministry?	OECD and Economic Cooperation Division, Economic Relations and Development Cooperation Policy Department.
2. Is the NCP located in an investment promotion agency?	No
3. Is the NCP an independent NCP?	No
4. Has the NCP been established through a legal, regulatory or administrative instrument (e.g. a decree)?	No
If yes, please provide the name and date of this instrument	<a href="#">Click here to enter text.</a>
<p><i>Additional comments on <b>Location of the NCP</b>:</i>                      Ministry of Foreign Affairs is currently in the process of updating the ministerial Order, which will set up restructured composition of the NCP. NCP will be composed of representatives of other ministries and government agencies, social partners and independent experts.</p>	
<b>(b) Composition of the NCP</b>	
5. Who are the members of the NCP? <i>Please describe the functions of the members of the NCP (e.g. President, Secretariat, Independent expert, etc.). No names are required.</i>	NCP is composed of representatives of Ministries, government agencies, business associations, trade union and independent experts. Secretariats is in charge of NCP administration and involved in the deciding whether to accept a specific instance. Each of member institution is responsible for appointing one representative. Members of the NCPs act on behalf of their organisations. All decisions of the LV NCP regarding 1) decisions on promotional strategies, 2) decisions on rules of procedure for handling specific instances, and 3) decisions of the NCP when handling specific instances are adopted by consensus among its members. Failing such consensus, the decision reverts to the Chair for final consideration. The Chair of the NCP, Director-General of the Economic relations, trade and development cooperation directorate of the MFA and Vice Chair, Director of Economic Relations and Development

	Cooperation Policy Department are involved in making final decision as to the specific instance is accepted for further consideration and have the final sign-off on final statements of specific instance.	
6. Does the NCP have dedicated full-time staff? <i>“Dedicated full-time staff” means staff working full-time on NCP activities. If yes, please indicate the number.</i>	No	Click here to enter text.
7. Does the NCP have dedicated part-time staff? <i>“Dedicated part-time staff” means staff dedicating part of their time to NCP activities. If yes, please indicate the number.</i>	Yes	15
8. Have any full-time or part-time staff members joined the NCP during the year? <i>If yes, please indicate how many.</i>	Yes	8
9. Have any full-time or part-time staff members left the NCP during the year? <i>If yes, please indicate how many.</i>	Yes	12
10. Are other Ministries part of the institutional arrangements of the NCP? <i>(e.g. represented on advisory or oversight bodies, participate in specific instances, etc.)</i>	Yes	
If yes, please list the Ministries (e.g. Social Affairs, Labour, Trade, Environment, Foreign Affairs, Justice, Finance, etc.)	The NCP consists of: Ministry of Foreign Affairs, Ministry of Economics, Ministry of Finance, Ministry of Justice, Ministry of Education and Science, Latvia’s State Chancellery; Cross-Sectoral Co-ordination Centre.	
11. Are social partners and other stakeholders (trade unions, business community, civil society and other non-governmental organisations) part of the institutional arrangements of the NCP? <i>(e.g. represented on advisory or oversight bodies, represented as members of the NCP, making NCP decisions on specific instances)</i>		
NGOs	No	
Representatives of the business community	Yes	
Trade unions	Yes	
12. Does the NCP have an advisory body?	No	
If yes, please describe its functions	Click here to enter text.	
If yes, please list the names of organisations that are represented on the advisory body and the type of organisation, or provide a link to the list on the NCP website. <i>(e.g. government, NGO, trade union, business, business organisation, academic, consumer organisation, etc.)</i>	Click here to enter text.	
If yes, please indicate how often the NCP meets with the advisory body	Choose an item.	
13. Does the NCP have an oversight body?	No	
If yes, please describe its functions	Click here to enter text.	
If yes, please list the names of organisations that are represented on the oversight body and the type of organisation, or please provide a link to the list on the NCP website. <i>(e.g. government, NGO, trade union, business, business organisation, academic, consumer organisation, etc.)</i>	Click here to enter text.	
If yes, please indicate how often the oversight body meets	Choose an item.	

14. Does the NCP have a body for both advice and oversight?	No
If yes, please describe its functions	Click here to enter text.
If yes, please list the names of organisations that are represented on the oversight body and the type of organisation, or provide a link to the list on the NCP website. (e.g. government, NGO, trade union, business, business organisation, academic, consumer organisation, etc.)	Click here to enter text.
If yes, please indicate how often this body meets	Choose an item.
<b>Additional comments on <i>Composition of the NCP</i>:</b> The NCP consists of: Ministry of Foreign Affairs, Ministry of Economics, Ministry of Finance, Ministry of Justice, Ministry of Education and Science, Latvia's State Chancellery; Cross-Sectoral Co-ordination Centre, the Free Trade Union Confederation of Latvia, the Employers' Confederation of Latvia, "Latvian Chamber of commerce and industry", 2 Independent experts.	
<b>(c) Financial resources</b>	
15. Did the NCP have a dedicated budget this year?	Yes
16. Did the NCP have a dedicated budget to conduct its promotional activities during the year?	Yes
If no, were financial resources for promotional activities allocated on an ad hoc basis when requested by the NCP?	Choose an item.
17. Did the NCP have a dedicated budget to conduct its activities related to specific instances during the year?	Yes
If no, were financial resources for specific instances allocated on an ad hoc basis when requested by the NCP?	Yes
18. During the year, was the NCP able to access funds for the following activities:	
Organising promotional events	Yes
Attending NCP meetings at the OECD	Yes
Attending events organised by other NCPs	Yes
Attending events organised by other stakeholders	Yes
Professional mediator fees or in-house mediator fees	No
Fact-finding research into specific instances	Yes
<b>Additional comments on <i>Financial resources</i>:</b> Click here to enter text.	
<b>(d) Reporting</b>	
19. Does the NCP report to the government on its activities?	Yes
If yes, how often?	Once a year
20. Does the NCP report to parliament on its activities?	No
If yes, how often?	Choose an item.

**Additional comments on Reporting:**  
 Ministry of Foreign Affairs is required to annually report on its activities related to the cooperation with the OECD (including NCP) to the Cabinet of Ministers.

<b>C. INFORMATION AND PROMOTION</b>		
<b>(a) NCP website<sup>2</sup></b>		
21. Was a new NCP website created this year? If yes, please provide the link.	No	Click here to enter text.
22. Are the following items available on the NCP website:		
<b>Information about the Guidelines and the role of the NCP</b>		
The text of the Guidelines	Yes	
A description of the Guidelines	Yes	
Information on the NCP and its mandate	Yes	
The 2015 NCP Annual Report submitted to the OECD	Yes	
The NCP's own 2015 Annual Report	No	
<b>Information about specific instances</b>		
Instructions on how to submit a specific instance	Yes	
The NCP's rules of procedures	No	
All final statements since 2011	Yes	
<b>Information on promotional activities</b>		
Information on upcoming events promoting the Guidelines	Yes	
Information on past events promoting the Guidelines	Yes	
<b>Contact information</b>		
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	
<i>Additional comments on NCP website:</i> At this moment we are updating information on our Website dedicated to the OECD Guidelines and Latvian NCP		
<b>(b) Promotional activities<sup>3</sup></b>		
23. Did the NCP organise or co-organise events to promote the Guidelines and/or the NCP during the year? <i>If yes, please provide details in table 1 in Annex 1.</i>	Yes	
24. Did the NCP make a presentation to promote the Guidelines and/or the NCP in events organised by others? <i>If yes, please provide details in table 2 in Annex 1.</i>	Yes	

<sup>2</sup> This includes dedicated NCP webpages as part of the Ministry's website.

<sup>3</sup> 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.

25. Did the NCP make use of social media to communicate on NCP promotional activities during the year?	Yes
26. Did the NCP hold a stakeholder meeting during the year?	Yes
27. Did the NCP promote the Guidelines among the business community during the year?	Yes
28. Did the NCP carry out any training on the Guidelines aimed at businesses during the year?	No
29. Did the NCP promote the Guidelines among NGOs during the year?	Yes
30. Did the NCP promote the Guidelines among trade unions during the year?	Yes
31. Did the NCP promote the Guidelines among government agencies during the year?	Yes
32. Did the NCP promote the Guidelines among embassies abroad during the year?	No
33. Did the NCP promote the Guidelines to investment promotion agencies during the year?	Yes
34. Did the NCP refer to the following sector guidance reports in promotional activities during the year:	
OECD Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas	Yes
OECD Due Diligence Guidance for Meaningful Stakeholder Engagement in the Extractive Sector	Yes
OECD-FAO Guidance for Responsible Agricultural Supply Chains	Yes
<i>Additional comments on the section <b>Promotional activities</b>: NCP participated in the Seminar on due diligence in the garment and footwear sector organized by Czech NCP in cooperation with the German NCP in Prague on 12 May 2017. The Seminar was good opportunity for sharing experience.</i>	

<b>D. SPECIFIC INSTANCES</b>	
<b>(a) NCP rules of procedure for handling specific instances</b>	
35. Does the NCP have rules of procedure describing the handling of specific instances?	Yes
36. Are the rules of procedure available online? <i>If yes, please provide link. If no, please attach a copy of the rules of procedure to this questionnaire</i>	No <span style="float: right;">Click here to enter text.</span>
37. Were the NCP's rules of procedure modified this year?	Yes
<i>Additional comments on the section <b>Rules of procedure</b>: In 2017 NCP has developed the Rules of Procedure. New NCP representatives will possibly make some minor corrections if necessary and approve the Rules of Procedure to deal with specific instances till the end of February 2018. Rules of Procedure will be published on the NCP website.</i>	

<b>(b) Specific instance practicalities</b>	
38. Does the NCP confirm receipt of a specific instance submission?	Yes
39. Who has the final sign-off on accepting a specific instance? <i>Please provide the function of the relevant staff within the NCP. No names are required.</i>	Chairperson of the NCP
40. Who has the final sign-off on final statements? <i>Please provide the function of the relevant staff within the NCP. No names are required.</i>	Chairperson of the NCP
41. Does the NCP request feedback from the parties on the procedure following the conclusion of a specific instance?	Yes
42. Has the NCP staff undergone training in dispute resolution or problem-solving (e.g. mediation)?	No
43. Did the NCP engage professional mediators during the year?	No
44. Did the NCP staff or members conduct mediation this year?	No
<p><i>Additional comments on the section <b>Specific instance practicalities</b>:</i> Click here to enter text.</p>	
<b>(c) Reporting specific instances</b>	
45. Did the NCP receive new specific instance submissions during the year? <i>If yes, please also provide details in Annex 2</i>	No
46. Of the specific instances that were already in progress at the start of the year, are there any that are still ongoing at the end of the calendar year? <i>If yes, please also provide details in Annex 2</i>	No
<p><i>Additional comments on the section <b>Reporting specific instances</b>:</i> Click here to enter text.</p>	

<b>E. PEER LEARNING</b>	
47. Did the NCP take part in the following activities with other NCPs during the year:	
NCP-hosted peer learning activities	No
Co-operation with other NCPs in handling specific instances	No
Mentoring/capacity building of another NCP	Yes
48. Is the NCP interested in hosting an NCP learning/experience-sharing event in 2017?	Yes

49. Which topic would the NCP consider to be a priority to cover in a peer learning event?	Rules of procedures, Promotional activities, Mediation.
50. Is the NCP interested in participating in developing tools for use by NCPs?	Yes
<p><i>Additional comments on the section <b>Peer-learning activities</b>:</i>  NCP participated in the Workshop on due diligence in the garment and footwear sector in Prague on 12 May 2017. German, Czech Republic and Latvian NCP shared experience on different topics regarding NCP work.  NCP will participate in the workshop in Croatia on 18 January 2018 to share experience with colleagues from Croatia in the framework of the process for adherence to the OECD Declaration on International Investment and Multinational Enterprises.</p>	

F. POLICY COHERENCE <sup>4</sup>		
51. Have the Guidelines been referred to in relevant national legislation adopted during the year? <i>(e.g. on responsible business conduct; non-financial reporting, export credits regulation, public procurement)</i>	No	
If yes, please provide a link to the legislation. <i>If a link is not available, please attach a copy of the legislation to this questionnaire.</i>	Click here to enter text.	
52. Did the NCP communicate public statements on specific instances to public procurement officials?	No	
53. Did the NCP communicate public statements on specific instances to officials responsible for trade missions?	No	
54. Did the NCP communicate public statements on specific instances to officials responsible for foreign trade and investment incentives?	No	
55. Did your country adopt a National Action Plan (NAP) this year? <i>If yes, please indicate which type of NAP</i>	No	Choose an item.
If yes, does the NAP make reference to the Guidelines?	Choose an item.	
If yes, does the NAP make reference to the NCP?	Choose an item.	
56. Was a NAP in development this year? <i>If yes, please indicate which NAP.</i>	Yes	NAP on Responsible Business Conduct
If yes, did the NCP participate in the development of the National Action Plan?	Yes	
57. Please indicate any other examples of policy coherence activities:	Click here to enter text.	

<sup>4</sup> 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 [...]."

**Additional comments on Policy Coherence:**  
 Latvia supported the new initiative Network for Open Economies and Inclusive Societies of the Netherlands.

The NCP sends comments and suggestions to governmental documents, plans, reports. The NCP expressed expectations on RBC and invited to include standards on RBC and to use the OECD Guidelines for instance to the draft of Guidelines for state-owned enterprises (SOEs) on the development of their medium-term operational Strategies.

The government of Latvia has taken significant steps to improve the framework for the corporate governance of listed and SOEs. Most of the state-owned companies have developed their medium-term operational strategies, thereby ensuring continuity in the planning and performance of their economic activities, and setting relevant financial and non-financial goals. Improved access to information on the activities of SOEs: an internet site [www.valstskapitals.lv](http://www.valstskapitals.lv) has been created, including a database on SOEs and the results of their operations. The government develops the consolidated annual report on SOEs and state capital shares.

Regarding the role of the government in promotion of integrity in the private sector, the government has taken measures to improve Latvia's capacity in the fight against bribery in international business transactions. For instance, the Ministry of Foreign Affairs has also engaged in some awareness-raising. Corruption Prevention and Combating Bureau has attended meetings and trainings for ambassadors and diplomats, during which it distributed a leaflet on foreign bribery and encouraged diplomats to support Latvian enterprises overseas that are subject to bribe solicitation. In 2017 and 2018, tasks regarding the obligation to detect and report on foreign bribery, as well as to raise awareness of foreign bribery were incorporated in the Annual Action Plans of the Latvian embassies. Latvian diplomats and Latvian Investment and Development Agency's staff posted abroad are well informed on their role in the implementation of the OECD Anti-Bribery Convention.

The Latvian Development Cooperation Policy Guidelines for 2016-2020 have the reference to the OECD Guidelines for Multinational Enterprises. Furthermore, the Ministry of Foreign Affairs has adopted measures to prevent, detect and report on foreign bribery in bilateral ODA-funded projects. Moreover, transparency is one of the guiding principles of the Latvian ODA. Latvia abides to the relevant OECD and EU commitments on transparency and accountability in providing development assistance. Foreign bribery is addressed in the Development Cooperation Policy Guidelines for 2016-2020. The Guidelines include relevant measures to prevent, disclose and report on foreign bribery.

<b>G. IMPACT AND FUTURE WORK</b>	
58. Does the NCP have a promotional plan for the coming year (2017)?	Yes
59. Is the NCP interested in being a <u>reviewer</u> in a peer review planned in 2017 or 2018?	No
60. Is the NCP interested in being an <u>observer</u> of a peer review planned in 2017 or 2018?	No
61. Please enter the relevant fluent language capabilities of your team (French, English and/or Spanish)	Click here to enter text.

<p>62. Has the NCP faced any particular challenge(s) it would like to highlight this year?</p>	<p>Promotional activities aimed at business in particular training on the Guidelines, including sector guidance.</p>
<p><i>Additional comments on the section <b>Impact and future work</b>:</i>  In 2018 Latvian NCP is palnning to participate in the Regional meeting for Nordic-Baltic NCP and Capacity Building Seminar.</p> <p>New NCP representatives will approve the promotional plan for the 2018.</p>	

## 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>
Responsible Business Conduct Week: Conference for entrepreneurs, High level Forum, Award Ceremony	29.05. - 02.06.2017.	Riga, Latvia	Conference	>100	Co-organised	Business representatives, Foreign Investors Council in Latvia, Government representatives, Trade unions, NGOs, Academia, General public	The Award Ceremony in the framework of the annual programme "Sustainability Index" aimed at evaluating business responsibility took place. The Foreign Ministry presented a Fair Trade Award to the company which observes the principles of responsible business conduct in its foreign trade and manufacturing. Awards are meant to highlight companies observing the principles of RBC and the OECD Guidelines. This year, the award was presented to MNE "Rimi Latvia" for building its business and relations with employees, suppliers and partners on the bases on sustainability, responsibility and respect. The company has used leverage - actively promoted

							education among suppliers and expects due compliance with the requirements.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Choose an item.	Choose an item.	Choose an item.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Choose an item.	Choose an item.	Choose an item.	Click here to enter text.	Click here to enter text.
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Click here to enter text.	Click here to enter text.	Click here to enter text.	Choose an item.	Choose an item.	Choose an item.	Click here to enter text.	Click here to enter text.

**Total number=** 3

**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
Workshop on responsible business conduct issues, sustainability, disclosure, due diligence	30.11.2017.	Riga, Latvia	Meeting	10-50	Business representatives, Foreign Investors Council in Latvia, Government representatives, Trade unions, NGOs, Academia, General public	multinational enterprise Coca-Cola HBC Latvia	Participation in the discussions, written comments and suggestions for further co-operation	Workshop with stakeholders on responsible business conduct issues, sustainability, disclosure, due diligence.

Workshop on due diligence in the garment and footwear sector	12.05.2017.	Prague, Czech Republic	<b>Conference</b>	<b>10-50</b>	Business representatives, Government representatives,	German and Czech Republic NCP	Participation in the discussions, consultations	Workshop on due diligence in the garment and footwear sector in Prague on 12 May 2017. German, Czech Republic and Latvian NCP shared experience on different topics regarding NCP work.
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.	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.	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.	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.

<b>Total number=</b>	2
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## Annex 2: SPECIFIC INSTANCES

Please provide details of the following in the table below:

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

Please add additional lines if needed.

We encourage all NCPs to inform the Secretariat on received specific instances and to provide a final statement as soon as it becomes available, in order to keep the OECD database updated at all times. For all specific instances that have not yet been reported to the Secretariat, please complete and send this [form](#) to [Sama.Altahercucci@oecd.org](mailto:Sama.Altahercucci@oecd.org) and [Kathryn.dovey@oecd.org](mailto:Kathryn.dovey@oecd.org)<sup>5</sup>.

**For all specific instances that are currently IN PROGRESS:**

**Before the initial assessment**

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

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

After the initial assessment				
Names of parties	Date received (dd/mm/yyyy)	Is the initial assessment publicly available?	Link to OECD database if available	Did the NCP co-operate with other NCPs during the handling of this specific instance? If yes, please describe.
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.
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=** 0

For all specific instances that were CONCLUDED during the year:						
Title	Date received (dd/mm/yyyy)	Date concluded (dd/mm/yyyy)	Link to OECD database if available	Outcomes achieved	Follow-up by the NCP	Did the NCP co-operate with other NCPs during the handling of this specific instance? If yes, please describe.
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.
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.
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.	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.

**Total number=** 0

**END OF QUESTIONNAIRE**