

NATIONAL CONTACT POINT REPORTING QUESTIONNAIRE (2019)

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

STRUCTURE

This questionnaire comprises 61 questions and 2 annexes under the following headings:

- A. Contact information
 - B. Institutional arrangements
 - C. Information and promotion
 - D. Specific instances
 - E. Peer learning and peer reviews
 - F. Policy coherence
 - G. Challenges
- Annex 1: NCP PROMOTIONAL ACTIVITIES
Annex 2: SPECIFIC INSTANCES

TYPES OF QUESTIONS

1. Questions with predefined answers

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

Example:

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

2. Open-ended questions

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

Example:

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

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

If the NCP has several advisory bodies, please specify.

[Click here to enter text.](#)

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

Example:

*Additional comments on **Advisory body***
[Click here to enter text](#)

TERMS USED IN THE QUESTIONNAIRE

A number of terms are used throughout the questionnaire. Definitions are provided below. Please note that these definitions are exclusively intended to assist in clarifying the terms used in this questionnaire. These terms will be underlined the first time they are used in this questionnaire.

- **Structure of the NCP:** The organisational set up of the NCP. Four NCP structures have been pre-identified, but other arrangements are possible:
 - Single-agency: The NCP is composed of one individual in a single ministry, or by a group of individuals belonging to the same service in the same ministry.
 - Inter-agency: The NCP is composed of a group of representatives from several ministries or government agencies.
 - Expert-based: The NCP is composed of experts who are external to government.
 - Multipartite: The NCP is composed of a group of government officials and stakeholder representatives.
- **Secretariat:** Government officials or group of government officials acting as the permanent office of an NCP.
- **Advisory body:** Some NCPs have an advisory body which can be consulted by the NCP on a range of activities and issues on which it provides advice. Advisory bodies can include representatives from trade unions, NGOs, business and/or academia, along with representatives of other government ministries or agencies. They do not normally form part of the NCP and do not have decision-making power on accepting or concluding specific instances. Some advisory bodies also provide oversight to the NCP (see below).
- **Oversight:** Monitoring of the NCP’s activities performed by an Advisory body, for example on whether the NCP has followed its own rules of procedures.
- **Dedicated budget:** A budget that is allocated to the NCP on a regular basis (e.g. every year) to carry out its functions and activities.
- **Reporting:** In addition to the present report to the OECD, some NCPs provide a regular account of their activities to their national government or parliament. This reporting can take several forms: ongoing through regular reporting channels, or through the presentation of a periodic report, which may be made public.

PROPOSED AMENDMENTS TO THE ANNUAL REPORTING QUESTIONNAIRE FOR NCPS

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

REPORTING PERIOD

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

SUBMISSION

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

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

NATIONAL CONTACT POINT REPORTING QUESTIONNAIRE (2019)

A. CONTACT INFORMATION	
<i>Please provide the contact information of the person filling in the questionnaire.</i>	
Name:	Alex Kunze
Job title:	NCP Secretariat staff
Email:	alex.kunze@seco.admin.ch
Telephone number:	+ 41 58 465 3063

B. INSTITUTIONAL ARRANGEMENTS	
(a) Structure, location and composition of the NCP	
1. What is the <u>structure</u> of the NCP?	Inter-agency NCP Secretariat located at the State Secretariat for Economic Affairs (SECO): 3 persons.
2. Who are the members of the NCP? <i>Please describe the functions of the members of the NCP and the ministry/organisation they represent. No names are required.</i>	<p>Advisory Board (AB): The AB has 14 members including the Director of the State Secretariat of Economic Affairs and 3 further members of the Federal Administration, 2 representatives from employers' federations, trade unions, business associations, non governmental organisations and academia. The AB advises the NCP on its strategic orientation (e.g. rules of procedures for specific instances) and specific questions such as the applicability of the OECD Guidelines to non classical organisations (e.g. Multistakeholder Initiatives). The AB is also giving advice to the secretariat regarding topics like possible sanctions or making determinations of non compliance of the OECD Guidelines. The AB also promotes the dialogue between stakeholder groups and contributes to the effective implementation of the OECD Guidelines.</p> <p>The advisory body is informed about ongoing specific instances and can ask procedural questions. In case of a decision by the ad working group to reject a specific instance, the advisory body is consulted before the final decision.</p> <p>Ad hoc working groups: Whenever a specific instance is raised with the NCP, an ad hoc working group with representatives of the Federal Administration is formed (e.g. Federal Office of Environment, Federal Department for Foreign Affairs etc.). The members are selected for their expertise based on the issues raised in the submission. The ad hoc working groups meets generally 1-2 times during the phase of the initial assessment, 2-3 times during the mediation phase and once before closing a specific instance. The ad hoc working groups take decisions with respect to all</p>

	important procedural steps of the specific instance, such as the decision during the Initial Assessment whether to accept a specific instance for further examination and the decision on the wording of the Final Statement.
3. If the NCP is not a <u>single-agency NCP</u> , does it have a <u>secretariat</u> ?	Yes
If yes, in which ministry or government body?	Federal Department of Economic Affairs, Education and Research EAER
If yes, in which department of the ministry or government body?	State Secretariat for Economic Affairs
4. Has the NCP been established through a legislative, regulatory or administrative instrument (e.g. a statute, a decree, a ministerial resolution)?	Yes
If yes, please provide the name and dated of this instrument, and a link if available	Ordinance on the Organisation of the National Contact Point for the OECD Guidelines for Multinational Enterprises and on its Advisory Board of 1 May 2013 (SR 946.15), see: https://www.admin.ch/opc/fr/classified-compilation/20130820/index.html
<i>Additional comments on Structure, location and composition of the NCP</i> <i>See answer to question 2</i>	
(b) Advisory body	
5. Does the NCP have one or several <u>advisory bodies</u> ?	Yes
If the NCP has several advisory bodies, please specify.	The NCP has one advisory body (see below)
If yes, please describe the advisory body(ies)' functions (e.g. advising on promotion, on specific instance handling in general, on individual cases, providing <u>oversight</u> , etc.)	Advisory Board (AB): The AB has 14 members including the Director of the State Secretariat of Economic Affairs and 3 further members of the Federal Administration, 2 representatives from employers' federations, trade unions, business associations, non governmental organisations and academia. The AB advises the NCP on its strategic orientation (e.g. rules of procedures for specific instances) and specific questions such as the applicability of the OECD Guidelines to non classical organisations (e.g. Multistakeholder Initiatives). The AB is also giving advice to the secretariat regarding topics like possible sanctions or making determinations of non compliance of the OECD Guidelines. The AB also promotes the dialogue between stakeholder groups and contributes to the effective implementation of the OECD Guidelines. The advisory body is informed about ongoing specific instances and can ask procedural questions. In case of a decision by the ad working group to reject a specific instance, the advisory body is consulted before the final decision.

<p>If yes, please list the names of organisations that are represented on the advisory body(ies) and the type of organisation. (e.g. government, NGO, trade union, business, business organisation, academic, consumer organisation, etc.)</p>	<p>www.admin.ch/ch/d/cf/ko/gremium_10614.html</p>		
<p>If yes, please indicate how often the advisory body(ies) meets</p>	<p>Twice a year</p>		
<p>6. If an advisory body provides <u>oversight</u>, please describe the oversight procedure</p>	<p>Some activities of the Advisory Board (AB) have characteristics of the functions of an oversight body. E.g. if the ad hoc working group decides to reject a specific instance, the advisory body is consulted on the decision. Furthermore the AB was closely involved in the update of the NCP's written procedural guidance and requested specific amendments. The AB is also giving advice to the secretariat regarding topics like possible sanctions or making determinations of non compliance of the OECD Guidelines. Therefore, to a certain extent we consider the AB to be both, an advisory and an oversight body.</p>		
<p><i>Additional comments on Advisory body:</i> 3 new members were elected by the Federal Council for the the new legislative period 2020-2023</p>			
<p>(c) Human and financial resources</p>			
<p>7. Does the NCP have dedicated full-time staff? <i>If yes, please indicate the number.</i></p>	<p>Yes</p>	<p>1</p>	
<p>8. Does the NCP have dedicated part-time staff? <i>If yes, please indicate in the second box the number of part-time staff members and in the third box the percentage of time spent on NCP matters for each part-time staff member.</i></p>	<p>Yes</p>	<p>2-3 according to case load.</p>	<p>Click here to enter text.</p>
<p>9. Have any full-time or part-time staff members joined the secretariat/support office during the year? <i>If yes, please indicate how many.</i></p>	<p>Yes, part-time staff member(s)</p>		<p>1 person (one additional person in case of high case load)</p>
<p>10. Have any full-time or part-time staff members left the NCP during the year? <i>If yes, please indicate how many.</i></p>	<p>No</p>		<p>Click here to enter text.</p>
<p>11. Did the NCP have a <u>dedicated budget</u> this year?</p>	<p>Yes</p>		
<p>If no, were financial resources for promotional activities allocated on an ad hoc basis when requested by the NCP?</p>	<p>Choose an item.</p>		
<p>If no, were financial resources for specific instances allocated on an ad hoc basis when requested by the NCP?</p>	<p>Choose an item.</p>		
<p>12. During the year, did the human and financial resources available to the NCP allow it to:</p>			
<p>Handle specific instances in an efficient and timely manner</p>	<p>Yes</p>		
<p>Organise promotional events</p>	<p>Yes</p>		

PROPOSED AMENDMENTS TO THE ANNUAL REPORTING QUESTIONNAIRE FOR NCPs

Attend NCP meetings at the OECD	Yes
Attend events organised by other NCPs	Yes
Attend events organised by stakeholders	Yes
Cover professional mediator fees or in-house mediator fees	Yes
Conduct fact-finding research into specific instances	Yes
If you answered no to any of the above, please specify	Click here to enter text.
<p><i>Additional comments on Human and financial resources:</i> Financial Ressources are allocated for external mediators (50'000 CHF per year). Expenses for promotional activities, traveling etc. are covered by regular budget.</p>	
(d) Reporting	
13. Does the NCP <u>report</u> to the government on its activities?	Yes
If yes, how often?	Once a year
14. Does the NCP report to parliament on its activities?	Yes
If yes, how often?	Once a year
15. Please indicate any other relevant transparency requirement applicable to the NCP in your country	See "additional comments on Reporting"
<p><i>Additional comments on Reporting:</i> The NCP provides an overview on its activities to the Parliament in a specific chapter of the annual Foreign Economic Report. The full report is available in French, German and Italian, the executive summary in English.</p> <p>The NCP reports on an annual basis to the OECD Investment Committee in accordance with the Procedural Guidance. These reports are also published on the NCP website which includes annual reports from the year 2007 onwards.</p> <p>Additionally, activities included in the CSR Position Paper and Action Plan 2015–2019 of the Federal Council, which include awareness raising activities by the NCP, were reported to the Federal Council on 15 January 2020 (progress report of the implementation of the CSR action plan 2017-2019 and update 2020-2030). The NCP activities are as well an important part of the updated CSR action plan 2020-2023 and the National Action Plan on Business and Human Rights 2020-2023 approved by the Federal Council on 15. January 2020.</p> <p>The NCP Secretariat reports on NCP activities (e.g. specific instance procedures, meetings of the OECD Secretariat) at the regular bi-annual meetings of the NCP Advisory Board. According to the Ordinance the NCP Advisory Board is mandated to publish summary statements from these meetings and additionally to report its activities in the NCP annual reports. These summary statements from meetings of the NCP Advisory Board are available on the NCP website.</p>	

C. INFORMATION AND PROMOTION		
(a) NCP website²		
16. Does the NCP have a website? If yes, please provide the link in the second box.	Yes	Click here to www.seco.admin.ch/ncp .
If yes, was the website created/renovated this year?	Yes	
17. Are the following items available on the NCP website?		
Information about the Guidelines and the role of the NCP		
The text of the Guidelines	Yes	
A description of the Guidelines	Yes	
The OECD Due Diligence Guidance Documents	Yes	
Explanatory text about due diligence	Yes	
Information on the NCP and its mandate	Yes	
The NCP Annual Report submitted to the OECD	Yes	
The NCP's Report to government and/or parliament (if applicable)	Yes	
The NCP's peer review report (if applicable)	Yes	
Information about specific instances		
Information on how to submit a specific instance	Yes	
An online form to submit a specific instance	No	
The NCP's rules of procedures	Yes	
All final statements since 2011	Yes	
Information on promotional activities		
The NCP's promotional plan	Yes	
Information on upcoming events promoting the Guidelines	Yes	
Information on past events promoting the Guidelines	Yes	
Contact information		
Information on how to make an enquiry to the NCP	Yes	
A phone number to reach the NCP directly	Yes	
An email address to reach the NCP directly	Yes	
<p><i>Additional comments on NCP website:</i> Measures to promote the OECD Guidelines are part of the updated CSR action plan 2020-2023 adopted by the Federal Council on 15. Januar 2020: see www.csr.admin.ch Events are reported on www.csr.admin.ch.</p>		
(b) Promotional activities³		

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

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

18. Does the NCP have a promotional plan for the coming year(s)?	Yes
19. Did the NCP organise or co-organise events to promote the Guidelines and/or the NCP during the year? <i>If yes, please provide details in table 1 in Annex 1.</i>	Yes
20. Did the NCP make a presentation to promote the Guidelines and/or the NCP in events organised by others? <i>If yes, please provide details in table 2 in Annex 1.</i>	Yes
21. Did the NCP make use of social media to communicate on NCP promotional activities during the year?	No
22. Did the NCP hold a <u>stakeholder meeting</u> during the year?	Yes
23. Did the NCP promote the Guidelines among the business community during the year?	Yes
24. Did the NCP carry out any training on the Guidelines aimed at businesses during the year?	No
25. Did the NCP promote the Guidelines among NGOs during the year?	Yes
26. Did the NCP promote the Guidelines among trade unions during the year?	Yes
27. Did the NCP promote the Guidelines among government agencies during the year?	Yes
28. Did the NCP promote the Guidelines among embassies abroad during the year?	Yes
29. Did the NCP promote the Guidelines to investment promotion agencies during the year?	Yes
30. Did the NCP focus on any of the following during promotional activities during the year:	
OECD Due Diligence Guidance for Responsible Business Conduct	Yes
OECD Due Diligence Guidance for Responsible Supply Chains in the Garment and Footwear Sector	Yes
Due Diligence for Responsible Corporate Lending and Securities Underwriting and/or Responsible Business Conduct for Institutional Investors	No
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

Additional comments on the section *Promotional activities*:
 The NCP is working closely with the promotional activities of the National Action Plan on Business and Human Rights as well of the Global Compact Network Switzerland. In events of both platforms, the OECD instruments are regularly presented. Joint brochures with both platforms were elaborated and are distributed,
See attachment 1

D. SPECIFIC INSTANCES	
(a) NCP rules of procedure for handling specific instances	
31. Does the NCP have rules of procedure describing the handling of specific instances?	Yes
32. Are the rules of procedure available online? <i>If yes, please provide a link in the second box. If no, please attach a copy of the rules of procedure to this questionnaire</i>	Yes www.seco.admin.ch/ncp Organisation an procedures
33. Were the NCP's rules of procedure modified this year?	No
<i>Additional comments on the section Rules of procedure: Click here to enter text.</i>	
(b) Specific instance practicalities	
34. Does the NCP confirm receipt of a specific instance submission?	Yes
35. Does the NCP request feedback from the parties on the procedure following the conclusion of a specific instance?	Yes
36. Has the NCP staff undergone training in dispute resolution or problem solving (e.g. mediation)?	Yes
37. Did the NCP engage professional mediators during the year?	Yes
38. Did the NCP staff or members conduct mediation this year?	Yes
<i>Additional comments on the section Specific instance practicalities: In the reporting period, the Swiss NCP worked with external mediators. Additionally one specific instance was handled by a NCP staff member trained in mediation.</i>	
(c) Reporting specific instances	
39. Did the NCP receive new specific instance submissions during the year? <i>If yes, please also provide details in Annex 2</i>	Yes

40. Did the NCP close specific instances during the year? <i>If yes, please also provide details in Annex 2</i>	Yes
41. Of the specific instances that were already in progress at the start of the year, are there any that are still ongoing at the end of the calendar year? <i>If yes, please also provide details in Annex 2</i>	No
42. Did the NCP follow up on a case during the year? <i>If yes, please also provide details in Annex 2</i>	Yes
43. Is the OECD case database accurate and up to date with regard to cases handled by the NCP?	Yes
<p><i>Additional comments on the section Reporting specific instances: Swiss NCP publishes Initial Assessments, Final Statements and on a case by case basis follow up statements. Specific instances are reported to the OECD data base after receipt (before publishing the report of the Initial Assessment.</i></p>	

E. PEER LEARNING AND PEER REVIEWS	
44. Did the NCP take part in the following activities with other NCPs during the year:	
Host a peer learning activity	No
Participate in peer learning activities hosted by other NCPs	Yes
Co-operate with other NCPs in handling specific instances	Yes
Provide mentoring/capacity building to another NCP	Yes
45. Is the NCP interested in hosting an NCP learning/experience-sharing event in 2020?	No
46. Which topic would the NCP consider to be a priority to cover in a peer learning event?	Dealing with social media, follow up activities after closure of specific instances, due diligence in the financial sector
47. Is the NCP interested in participating in developing tools for use by NCPs?	Yes
48. Is the NCP interested in acting as a peer reviewer in the future?	Yes
If yes, please specify the semester and the year	2021/2022

*Additional comments on the section **Peer-learning and peer reviews**:*

Peer Reviews: the Swiss NCP participated in the peer reviews of Belgium, USA, UK, Korea and has undergone its own Peer Review

F. POLICY COHERENCE ⁴	
49. Have the Guidelines been referred to in relevant national legislation/regulations/policies adopted during the year? <i>(e.g. on responsible business conduct; non-financial reporting, export credits regulation, public procurement)</i>	Yes
If yes, please provide a short summary and a link to the legislation. <i>If a link is not available, please attach a copy of the legislation to this questionnaire.</i>	CSR Action Plan of the Federal Council, National Action Plan on Business and Human Rights
50. Did your country adopt a National Action Plan (NAP) this year? <i>If yes, please indicate which type of NAP</i>	No
If yes, please provide a link	Choose an item.
If yes, does the NAP make reference to the Guidelines?	Click to enter text.
If yes, does the NAP make reference to the NCP?	Choose an item.
51. Was a NAP in development this year? <i>If yes, please indicate which NAP.</i>	Yes
If yes, did the NCP participate in the development of the National Action Plan?	NAP on Responsible Business Conduct
52. Did the NCP communicate public statements on specific instances to officials responsible for trade missions?	Yes
53. Did the NCP communicate public statements on specific instances to officials responsible for foreign trade and investment incentives?	Yes
54. Did the NCP communicate public statements on specific instances to public procurement officials?	No
55. Does your national legislation or policy on public procurement refer to the Guidelines and/or OECD due diligence instruments and/or to the NCP process?	No
If yes, please provide a link to the legislation. <i>If a link is not available, please attach a copy of the legislation to this questionnaire.</i>	Click to enter text.

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

56. Have public procurement officials/practitioners consulted the NCP on the Guidelines and OECD due diligence instruments or involved the NCP in specific public procurement opportunities?	No
57. Were public procurement officials involved in any of your training/outreach activities?	No
58. What tools or projects does the NCP develop to support public procurement practitioners on RBC and OECD due diligence?	Click to enter text.
59. Please flag any specific initiatives/good practice involving public procurement and RBC in your country.	Click to enter text.
60. Please indicate any other examples of policy coherence activities.	Click to enter text.
<p><i>Additional comments on Policy Coherence:</i> During 2019, the Swiss Administration was renewing the Action Plan on RBC/CSR and on Business and HR (NAP) for the period of 2020-2023. Both action plans were adopted by the Federal Council on 15 January 2020. NCP staff was coordinating the elaboration of the RBC/CSR action plan and were strongly involved in the development of the NAP. OECD Guidelines and the NCP are the basis of almost half of the 16 measures of the RBC/CSR action plan. The NAP also makes reference to the OECD GL. Links: RBC/CSR action plan www.csr.admin.ch NAP: www.nap-bhr.admin.ch</p>	

G. CHALLENGES	
61. Has the NCP faced any particular challenge(s) it would like to highlight this year?	Yes, see comment
<p><i>Additional comments on Challenges:</i> The Swiss Parliament is currently debating on the responsible business initiative (referendum). During the political debate, the parliament suggested to integrate the NCP in a counter proposal to the responsible business initiative in relating with liability claims. According to this proposal, the NCP as a non-judicial grievance mechanism should first act on the case before a liability complaint can be filed to the Court The political debate will continue in 2020. NCP members were involved to give technical advice to those suggestions.</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>
Implementing the UNGPs in Commodity Trading	27.2	Zurich	Meeting	10-50	Co-organised	Business, finance, NGOs	UNGP on Business and Human Rights, Trading, OECD Guidelines
CSR-action plan stakeholder consultation	24.6.	Berne	Conference	50-100	Organised	Business, NGO, trade unions, academia	CSR-actionplan, OECD GL, NCP
Click here to enter text.	Click here to enter text.	Click here to enter text.	Choose an item.	Choose an item.	Choose an item.	Click here to enter text.	Click here to enter text.

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

Total number= 2

Table 2

Presentations by the NCP to promote the Guidelines and/or the NCP in events organised by others								
Title	Date (dd/mm/yyyy)	Location	Type of event	Size of audience	Targeted audience <i>e.g. Business representatives, NGOs, Trade unions, Academia, General public, Government representatives, etc</i>	Organiser(s)	Type of intervention	Theme of the intervention
CSR / OECD-GL - NAP BHR /	25.03.2019	Berne	Meeting	10-50	Business	S-GE, Swiss Business Hub	Presentation	OECD GL, NCP
Tour de Suisse Global Compact	30.4.2019	Jona	Conference	50-100	Business	Global Compact, Geberit	Presentation	OECD GL, NCP, CSR Position Paper Federal Council
Nation action plan on B and HR	15.1 – 25.3. (total of 12 events)	Different locations Switzerland	Conference	10-50	Business	Federal Administration, private consultancy, business associations	Presentation	UNGP, OECD-Due Diligences Guidances
OECD GL / NAP BHR	13.6.2019.	Bangkok	Meeting	10-50	Business	Swiss Embassy in Thailand	Presentation	OECD GL, OECD DD Diligence Guidances, NCP

CSR / NAP BHR	9.5.2019	Berne	Other	10-50	Government representatives, NGOs	Federal Department of Foreign Affairs	Presentation	CSR, OECD GL, OECD Due Diligence Guidances, NCP
CSR, OECD GL, NAP BHR	22.8.2019	Berne	Other	10-50	Future Diplomats	State Secretariat for Economic Affairs	Presentation / Workshop	CSR, OECD GL, OECD Due Diligence Guidances, NAP BHR
Tour de Suisse Global Compact	9.9.2019	St. Gallen	Conference	10-50	Business,	Global Compact Network Switzerland	Presentation	
Tour de Suisse Global Compact	14.11.2019	Vaduz, Lichtensetin	Conference	50-100	Business, public administration, NGO	Global Compact Network Switzerland and Lichtenstein	Presentation	UNGC, OECD GL

Total number=

19

Annex 2: SPECIFIC INSTANCES

Please provide details of the following in the table below:

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

Please add additional lines if needed.

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

For all specific instances that are currently IN PROGRESS:

Names of parties	Date received (dd/mm/yyyy)	Is the initial assessment publicly available?	Link to OECD database if available	Did the NCP co-operate with other NCPs during the handling of this specific instance? If yes, please describe.
LafargeHolcim – Building and Wood Worker’s International	12.12.2019	No	Click here to enter text.	no
Click here to enter text.	Click here to enter text.	Choose an item.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Choose an item.	Click here to enter text.	Click here to enter text.

Total number= 1

For all specific instances that were CONCLUDED during the year:

Title	Date received (dd/mm/yyyy)	Date concluded (dd/mm/yyyy)	Link to OECD database if available	Outcomes achieved	Does the final statement plan for follow up?	Did the NCP co-operate with other NCPs during the handling
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⁵ According to paragraph 42 of the Commentary on the Implementation Procedures of the OEDC 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”.

						of this specific instance? If yes, please describe.
Crédit Suisse and Society for Threatened Peoples Switzerland (North Dakota Access Pipeline)	28.4.2017	16.10.2019	http://mneguidelines.oecd.org/database/instances/ch0016.htm	Agreement reached between the parties inside the NCP process	Follow-up planned for the future	USA during Initial Assessment phase
Roundtable for Sustainable Palm Oil and TUK Indonesia: Land Conflict in Indonesia	25.1.2018	5.6.19	http://mneguidelines.oecd.org/database/instances/ch0017.htm	Agreement reached between the parties inside the NCP process	Follow-up planned for the future	No
				Other	Choose an item.	Click here to enter text.

Total number=	2
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For all specific instances that were NOT ACCEPTED during the year:				
Title	Date received (dd/mm/yyyy)	Link to OECD database if available	Reasons for not accepting the specific instance	Did the NCP co-operate with other NCPs during the handling of this specific instance? If yes, please describe.
International Ice Hockey Federation (IIHF) and the Polish Ice Hockey Players Association	16.1.2019	24.7.2019	The issue is not material and substantiated	Yes, Polish NCP
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.

PROPOSED AMENDMENTS TO THE ANNUAL REPORTING QUESTIONNAIRE FOR NCPS

Total number= 1

For all specific instances for which FOLLOW UP was performed during the year:				
Title	Date concluded (dd/mm/yyyy)	Date of follow up (dd/mm/yyyy)	Was a public follow up statement issued?	Link to the follow up statement, if applicable
Crédit Suisse and Society for Threatened Peoples Switzerland (North Dakota Access Pipeline)	16.10.2019	ongoing	Other	Click here to enter text.
Roundtable for Sustainable Palm Oil and TUK Indonesia: Land Conflict in Indonesia	5.6.19	ongoing	Other	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= 2

END OF QUESTIONNAIRE