

NCP Annual Reporting Questionnaire 2022

NATIONAL CONTACT POINT REPORTING QUESTIONNAIRE 2021

Questionnaire – for reference only

This document may be used as a reference to complete the questionnaire online.

Guidance and instructions on how to complete the questionnaire online are available on the NCP community site [here](#).

STRUCTURE

- 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: NCP promotional activities and Specific instances*
- Additional Materials (optional)**

* Completed in a word document and uploaded at the end of the questionnaire (see section **INSTRUCTIONS** in the Guidance and instructions [here](#))

** Additional materials, such as those prompted in certain questions during the online questionnaire (ex: rules of procedure, legislations) or other relevant documents the NCP may wish to share with the Secretariat (ex: flyers or other promotional materials), may be uploaded on the last page of the online questionnaire.

NCP Annual Reporting Questionnaire 2021

For reference only: the questionnaire must be completed online

(see guidance and instructions [here](#))

B. INSTITUTIONAL ARRANGEMENTS
(a) Structure, location and composition of the NCP

1. What is the <u>structure of the NCP</u> ?	Inter-agency
2. Who are the members of the NCP? <i>Please describe the functions of the members of the NCP and the ministry/agency or stakeholder organisation they represent. No names are required.</i>	<p>President/ Secretary of State of the Minister of Industry, Trade and Tourism, MINCOTUR/ The President chairs the NCP's meetings</p> <p>Vicepresident/ General Director of the Ministry of Industry, Trade and Tourism/ the Vice-President supervises the NCP Secretariat's work and replaces the President in case of vacancy, absence, illness or other cause.</p> <p>Interministerial Collegiate Body (IMCB)/ representatives of Ministry of Foreign Affairs and Cooperation, Ministry of Labour and Social Economy and the Ministry of Justice/ They provide inputs about the promotion of the Guidelines, contribute to the resolution of specific instances and respond to enquires regarding the Guidelines.</p> <p>Secretariat/ Staff of the Ministry of Industry, Trade and Tourism/ It informs the President/ Vice-President of NCP- on related developments before discussion in NCP meetings, provides support to the NCP activities and prepares the annual report on NCP activities</p>
3. If the NCP is not a <u>single-agency NCP</u> , does it have a <u>secretariat</u> ?	Yes
If yes, in which ministry or agency?	Ministry of Industry, Tourism and Trade
If yes, in which department of the ministry or agency?	It is in the Support Unit of the General Directorate for International Trade and Investments
If the NCP is not a single-agency and has a Secretariat, did the location of the Secretariat change in 2022?	No
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 date of this instrument, and a link if available	<p>Orden PRE/2167/2014, de 11 de noviembre, por la que se crea y regula la composición y funcionamiento del Punto Nacional de Contacto para la puesta en práctica de las Líneas Directrices de la Organización para la Cooperación y Desarrollo Económicos para las empresas multinacionales.</p> <p>https://comercio.gob.es/InversionesExteriores/PNCLD/Punto_Nacional_Contacto_Espa%C3%B1a/Documentos/Orden-PRE_2167_2014-creacion-regulacion-PNC-directrices-OCDE-1.pdf</p>

<p><i>Additional comments on Structure, location and composition of the NCP</i> Click here to enter text.</p>			
(b) Advisory body			
5. Does the NCP have one or several <u>advisory bodies</u> ?		Yes	
If the NCP has several advisory bodies, please specify.		Click here to enter text.	
If yes, did the advisory body(ies) contain representatives from the following stakeholder groups?		Business Associations, trade unions and NGOs	
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.)		Its functions are assisting with the effective functioning of the NCP by helping to disseminate its work, cooperating in the promotion and dissemination of the Guidelines, considering the requests for collaboration made by the NCP on the procedures to be followed in specific instances, and receiving the annual report that the NCP prepares to the OECD.	
If yes, please list the names of organisations that are represented on the advisory body(ies) and the type of organisation. (e.g. government, business, business organisation, NGO, trade union, academia, consumer organisation, etc.)		Business organisation: Chamber of Spain, CEOE NGOs: Transparencia Internacional, Observatorio de Responsabilidad Social Corporativa Trade unions: UGT, CCOO, USO	
If yes, please indicate how often the advisory body(ies) meets		Three times a year	
6. If an advisory body provides oversight, please describe the oversight procedure		3 times a year normally	
<p><i>Additional comments on Advisory body:</i> The NCP usually meet together with the Advisory Group. In fact, in practice the Advisory Group is invited to the NCP meetings by the Secretariat. The Advisory Group can also meet at initiative of the President or ask for a meeting at its initiative.</p>			
(c) Human and financial resources			
7. Does the NCP have dedicated full-time staff? If yes, please indicate the number.		Yes	1
8. Does the NCP have dedicated part-time staff? 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.		Yes	1 25%
9. Have any full-time or part-time staff members joined the secretariat during the year? If yes, please indicate how many.		Yes, full-time staff member(s)	2
10. Have any full-time or part-time staff members left the NCP during the year? If yes, please indicate how many.		Yes, both part-time and full-time staff members	1 part time 1 full time
10.1 Please indicate how many full time staff members left the NCP during the year?		1	
10.2 Have any part time staff members left the NCP during the year?		No	
11. Did the NCP have a <u>dedicated budget</u> this year?		No	
If no, were financial resources for promotional activities allocated on an ad hoc basis when requested by the NCP?		Yes	
If no, were financial resources for specific instances allocated on an ad hoc basis when requested by the NCP?		Yes	
12. During the year, did the human and financial resources available to the NCP allow it to:			

Handle specific instances in an efficient and timely manner	Yes
Organise promotional events	Yes
Attend NCP meetings at the OECD	Yes
Attend events organised by other NCPs	Yes
Attend events organised by stakeholders	Yes
Cover professional mediator fees or in-house mediator fees	No
Conduct fact-finding research into specific instances	No
If you answered no to any of the above, please specify	There was no need of financial resources to pay professional mediator fees because the NCP did not hire any. Regarding organizing promotional events by the NCP, although there were enough resources to do so, it has not been as intensive as we intended to do so, due to policy coherence contributions addressed to the NCP.
<i>Additional comments on Human and financial resources:</i> Click here to enter text.	
(d) Reporting	
13. Does the NCP <u>report</u> to the executive on its activities?	Yes
If yes, how often?	On an ongoing basis
14. Does the NCP report to the legislative body on its activities?	Yes
If yes, how often?	Choose an item.

C. INFORMATION AND PROMOTION		
(a) NCP website¹		
16. Does the NCP have a website? If yes, please provide the link in the second box.	Yes	https://comercio.gob.es/InversionesExteriores/PNCLD/Paginas/default.aspx
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	Choose an item.	
The NCP's Report to the executive and/or legislative (if applicable)	Choose an item.	
The NCP's peer review report (if applicable)	Choose an item.	
Information about specific instances		
Information on how to submit a specific instance	Choose an item.	
An online form to submit a specific instance	Yes	
The NCP's rules of procedure	Yes	
All final statements since 2011	Choose an item.	
Information on promotional activities		

The NCP's promotional plan	Choose an item.
Information on upcoming events promoting the Guidelines	Choose an item.
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
<i>Additional comments on NCP website:</i> Click here to enter text.	
(b) Promotional activities²	
18. Does the NCP have a promotional plan for the coming year(s)?	No
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>	Choose an item.
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?	Yes
22. Did the NCP hold a <u>stakeholder meeting</u> during the year?	Yes
23. Did the NCP promote the Guidelines among the business community during the year?	Yes
24. Did the NCP carry out any training on the Guidelines aimed at businesses during the year?	Yes
25. Did the NCP promote the Guidelines among NGOs during the year?	Yes
26. Did the NCP promote the Guidelines among trade unions during the year?	Yes
27. Did the NCP promote the Guidelines among government agencies during the year?	Yes
28. Did the NCP promote the Guidelines among embassies abroad during the year?	Yes
29. Did the NCP promote the Guidelines to investment promotion agencies during the year?	Choose an item.
30. Did the NCP focus on any of the following during promotional activities during the year:	
OECD Due Diligence Guidance for Responsible Business Conduct	Choose an item.

OECD Due Diligence Guidance for Responsible Supply Chains in the Garment and Footwear Sector	Choose an item.
Due Diligence for Responsible Corporate Lending and Securities Underwriting and/or Responsible Business Conduct for Institutional Investors	Choose an item.
OECD Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas	Choose an item.
OECD Due Diligence Guidance for Meaningful Stakeholder Engagement in the Extractive Sector	Choose an item.
OECD-FAO Guidance for Responsible Agricultural Supply Chains	Choose an item.
<p><i>Additional comments on the section</i> Promotional activities: Click here to enter text.</p>	

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 upload a copy of the rules of procedure in the Additional Materials section at the end of the online questionnaire</i>	Yes https://comercio.gob.es/InversionesExteriores/PNCLD/Tramitacion_casos_especificos/Documents/Guia-
33. Were the NCP's rules of procedure modified this year?	No
<p><i>Additional comments on the section Rules of procedure:</i></p> <p>The NCP plans to revise the Rules of Procedure in 2022</p>	
(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	Yes

specific instance?	
36. Has the NCP staff undergone training in dispute resolution or problem solving (e.g. mediation)?	Yes
37. Did the NCP engage professional mediators during the year?	No
38. Did the NCP staff or members conduct mediation this year?	Yes
If yes, or no: was mediation conducted by an external mediator?	
<i>Additional comments on the section</i> Specific instance practicalities: The NCP staff took part in 2022 in mediation training	
(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 of the NCP Annual Reporting Annex document to be uploaded at the end of the online questionnaire</i>	Yes
40. Did the NCP close specific instances during the year? <i>If yes, please also provide details in Annex 2 of the NCP Annual Reporting Annex document to be uploaded at the end of the online questionnaire</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 year? <i>If yes, please also provide details in Annex 2 of the NCP Annual Reporting Annex document to be uploaded at the end of the online questionnaire</i>	No

42. Did the NCP follow up on a case during the year? <i>If yes, please also provide details in Annex 2 of the NCP Annual Reporting Annex document to be uploaded at the end of the online questionnaire</i>	Yes
43. Is the OECD case database accurate and up to date with regard to cases handled by the NCP? If not, please provide details (missing cases, out of date entries, broken links, etc.) in the additional comments section below.	Yes
<p><i>Additional comments on the section Reporting specific instances:</i></p> <p>Click here to enter text.</p> <p>By the time we fulfilled this survey, the OECD database was not fully update. However, we have already sent the info that was missing.</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	Yes
Participate in peer learning activities hosted by other NCPs	No
Co-operate with other NCPs in handling specific instances	No
Provide mentoring/capacity building to another NCP	Choose an item.
45. Is the NCP interested in hosting an NCP learning/experience-sharing event in 2022?	No
46. Which topic would the NCP consider to be a priority to cover in a peer learning event?	
47. Is the NCP interested in participating in developing tools for use by NCPs?	No
48. Is the NCP interested in acting as a peer reviewer in the future?	Yes
If yes, please specify the semester and the year	<i>Not yet decided. We have been invited to become a peer reviewer in the first 2023 semester, although it is still under internal consideration.</i>
<p><i>Additional comments on the section Peer-learning and peer reviews</i></p> <p>Any training activity based on how better contribute to policy coherence is welcome. We appreciate the files sent recently to the NCPs in this regard, which we highly value. However, if we could go further, it would be much appreciate as well.</p>	

F. POLICY COHERENCE ³		
49. Have the Guidelines been referred to in relevant national legislation/regulations/policies adopted during the year? (e.g. on responsible business conduct; non-financial reporting, export credits regulation, public procurement)	No	
If yes, please provide a short summary and a link to the legislation. <i>If a link is not available, please upload a copy of the legislation in the Additional Materials section at the end of the online questionnaire</i>	Click here to enter text.	
50. Did your country adopt a National Action Plan (NAP) this year? <i>If yes, please indicate which type of NAP.</i>	No	Choose an item.
If yes, please provide a link.	Click here to enter text.	
If yes, does the NAP make reference to the Guidelines?	Choose an item.	
If yes, does the NAP make reference to the NCP?	Choose an item.	
51. Was a NAP in development this year? <i>If yes, please indicate which NAP.</i>	No	Choose an item.
If yes, did the NCP participate in the development of the National Action Plan?	Choose an item.	
52. Did the NCP inform officials responsible for trade missions of its relevant statements and reports?	No	
53. Did the NCP inform officials responsible for foreign trade and investment incentives of its relevant statements and reports?	No	
54. To What extent has the NCP engaged or exchanged with public procurement officials/practitioner	N/A: the NCP did not publish any statement this year	
55. Please. identify any specific initiatives/good practices involving public procurement and RBC in your country:	Choose an item.	
56. Please include any any other examples of policy coherence activities:	The NCP has made informal contributions to a draft of the future national law on due diligence. Ministries related to the topic did as wellThe NCP took part in an official working group at a national level designed to study the normative impact of the directive proposal on due diligence. Ministries ministries participated as well Ej. Ministry of Justice andMinistry of Economy.The NCP contribute to the dissemination of the OECD anti bribery convention among Spanish Commercial Offices abroad (as part of the Spanish Embassies).Additional comments on the section Policy Coherence	

G. CHALLENGES	
57. Has the NCP faced any particular challenge(s) it would like to highlight this year?	Click here to enter text.
<i>Additional comments on Challenges:</i> The NCP contributions made in the policy coherence domain in respond to requests, demanded to address resources to that scope. As a result, the promotional NCP side was not as developed as we would have liked to.	

³ 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 [...]."

Please provide detailed information on NCP promotional activities (Annex Part I) and on specific instances (Annex Part 2) by filling out and uploading the [NCP Reporting Questionnaire 2022 Annex](#) document.

Instructions:

1. Download the NCP Reporting Questionnaire Annex 2022 word document available [here](#) on the NCP O.N.E Community Space.
2. Fill in the document and save it locally on your computer.
3. Upload the document by clicking on the "Upload files" button below.

Please note that only word files (.doc or .docx) can be uploaded.

Spanish annual reporting questionnaire 2022 Annex

no

File type "

Additional materials (e.g. rules of procedure, legislations, flyers, other promotional materials) may be uploaded on the next page.

Additional materials

Please upload any additional materials relevant to this questionnaire (ex: rules of procedure, flyers, etc):

PART 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 add the indicated information in the table below. Any links to recordings or announcements from events may be included in the comments box. They may also be uploaded as documents with the Annex.
Please add additional lines if needed. (Right click and select insert rows. The selection fields can be copied and pasted into the new rows)

TABLE 1

NCP-organised and co-organised events to promote the Guidelines and/or the NCP

Title	Date (dd/mm/yyyy)	Location	Type of event	Size of audience	Organised or co-organised?	Targeted audience <i>Select all that apply.</i>	Theme <i>e.g. the OECD Guidelines, the NCP activities on sector due diligence guidance documents, etc.</i>
“Corporate Social Responsibility and Active Employment Policies: the Spanish National Contact Point	15-Mar-2022	Ministry of Industry, Trade and Tourism	Conference	>100	Organised	<input checked="" type="checkbox"/> Business representatives <input checked="" type="checkbox"/> NGOs <input checked="" type="checkbox"/> Trade Unions <input checked="" type="checkbox"/> Academia <input checked="" type="checkbox"/> Government <input type="checkbox"/> Other, please specify	Active employment policies, Spanish and the National Contact Point
Click here to enter text.	Click here to enter a date.	Click here to enter text.	Choose an item.	Choose an item.	Choose an item.	<input type="checkbox"/> Business representatives <input type="checkbox"/> NGOs <input type="checkbox"/> Trade Unions <input type="checkbox"/> Academia <input type="checkbox"/> Government <input type="checkbox"/> Other, please specify	Click here to enter text.
Click here to enter text.	Click here to enter a date.	Click here to enter text.	Choose an item.	Choose an item.	Choose an item.	<input type="checkbox"/> Business representatives <input type="checkbox"/> NGOs <input type="checkbox"/> Trade Unions <input type="checkbox"/> Academia <input type="checkbox"/> Government <input type="checkbox"/> Other, please specify	Click here to enter text.
Click here to enter text.	Click here to enter a date.	Click here to enter text.	Choose an item.	Choose an item.	Choose an item.	<input type="checkbox"/> Business representatives <input type="checkbox"/> NGOs <input type="checkbox"/> Trade Unions <input type="checkbox"/> Academia <input type="checkbox"/> Government	Click here to enter text.

						<input type="checkbox"/> Other, please specify	
Click here to enter text.	Click here to enter a date.	Click here to enter text.	Choose an item.	Choose an item.	Choose an item.	<input type="checkbox"/> Business representatives <input type="checkbox"/> NGOs <input type="checkbox"/> Trade Unions <input checked="" type="checkbox"/> Academia <input type="checkbox"/> Government <input type="checkbox"/> Other, please specify	Click here to enter text.
Click here to enter text.	Click here to enter a date.	Click here to enter text.	Choose an item.	Choose an item.	Choose an item.	<input type="checkbox"/> Business representatives <input type="checkbox"/> NGOs <input type="checkbox"/> Trade Unions <input type="checkbox"/> Academia <input type="checkbox"/> Government <input type="checkbox"/> Other, please specify	Click here to enter text.
Click here to enter text.	Click here to enter a date.	Click here to enter text.	Choose an item.	Choose an item.	Choose an item.	<input type="checkbox"/> Business representatives <input type="checkbox"/> NGOs <input type="checkbox"/> Trade Unions <input type="checkbox"/> Academia <input type="checkbox"/> Government <input type="checkbox"/> Other, please specify	Click here to enter text.

Additional comments:	
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Total number of events:	1/1
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TABLE 2

Presentations by the NCP to promote the Guidelines and/or the NCP in events organised by others

Title	Date (dd/mm/yyyy)	Location	Type of event	Size of audience	Targeted audience <i>Select all that apply.</i>	Organiser(s)	Theme of the intervention
Evaluation of the RBC Strategy 2014-2020	17-Nov-2022	Spanish Ministry of Labour and Social Economy	Meeting	10-50	<input type="checkbox"/> Business representatives <input type="checkbox"/> NGOs <input type="checkbox"/> Trade Unions <input type="checkbox"/> Academia <input checked="" type="checkbox"/> Government <input type="checkbox"/> Other, please specify	Spanish Ministry of Labour and Social Economy	NCP presentation
Click here to enter text.	Click here to enter a date.	Click here to enter text.	Choose an item.	Choose an item.	<input type="checkbox"/> Business representatives <input type="checkbox"/> NGOs <input type="checkbox"/> Trade Unions <input type="checkbox"/> Academia <input type="checkbox"/> Government <input type="checkbox"/> Other, please specify	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter a date.	Click here to enter text.	Choose an item.	Choose an item.	<input type="checkbox"/> Business representatives <input type="checkbox"/> NGOs <input type="checkbox"/> Trade Unions <input type="checkbox"/> Academia <input type="checkbox"/> Government <input type="checkbox"/> Other, please specify	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter a date.	Click here to enter text.	Choose an item.	Choose an item.	<input type="checkbox"/> Business representatives <input type="checkbox"/> NGOs <input type="checkbox"/> Trade Unions <input type="checkbox"/> Academia <input type="checkbox"/> Government <input type="checkbox"/> Other, please specify	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter a date.	Click here to enter text.	Choose an item.	Choose an item.	<input type="checkbox"/> Business representatives <input type="checkbox"/> NGOs <input type="checkbox"/> Trade Unions <input type="checkbox"/> Academia <input type="checkbox"/> Government <input type="checkbox"/> Other, please specify	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter a date.	Click here to enter text.	Choose an item.	Choose an item.	<input type="checkbox"/> Business representatives <input type="checkbox"/> NGOs <input type="checkbox"/> Trade Unions <input type="checkbox"/> Academia <input type="checkbox"/> Government <input type="checkbox"/> Other, please specify	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter a date.	Click here to enter text.	Choose an item.	Choose an item.	<input type="checkbox"/> Business representatives <input type="checkbox"/> NGOs <input type="checkbox"/> Trade Unions <input type="checkbox"/> Academia <input type="checkbox"/> Government <input type="checkbox"/> Other, please specify	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter a date.	Click here to enter text.	Choose an item.	Choose an item.	<input type="checkbox"/> Business representatives <input type="checkbox"/> NGOs <input type="checkbox"/> Trade Unions <input type="checkbox"/> Academia <input type="checkbox"/> Government <input type="checkbox"/> Other, please specify	Click here to enter text.	Click here to enter text.

					<input type="checkbox"/> Government <input type="checkbox"/> Other, please specify		
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Additional comments:	The Spanish NCP was invited to take part in an event organized by “Chamber of Spain” due to be on 1 st December 2022. However finally it was cancelled and postponed due to the European Commission’s unavailability to participate.
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Total number of events:	1
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PART 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 pending initial assessment, or 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 after initial assessment).
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 OECD Secretariat on received specific instances and to provide statements as soon as they become available, in order to keep the OECD database updated at all times. For all specific instances that have not yet been reported to the OECD Secretariat, please complete and send this [form](#) to ncp-specific-instances@oecd.org⁴.

⁴ According to paragraph 42 of the Commentary on the Implementation Procedures of the OECD Guidelines for Multinational Enterprises, “[...] NCPs will report to the Investment Committee in order to include in the Annual Report on the OECD Guidelines information on all specific instances that have been initiated by parties, including those that are in the process of an initial assessment, those for which offers of good offices have been extended and discussions are in progress, and those in which the NCP has decided not to extend an offer of good offices after an initial assessment”.

For all specific instances that are currently IN PROGRESS:

Names of parties	Date received (dd/mm/yyyy)	Submitter type (NGO, trade union,, etc—see list in reporting form)	Industry sector (Construction, manufacturing, etc—see list in reporting form)	Host Country	Themes (MNE Guidelines chapters)	Is the initial assessment publicly available?	Link to OECD database if available	Did the NCP co-operate with other NCPs in the handling of this specific instance? If yes, please describe.
A law firm representing a community and a multinational company	11-Apr-2022	Other interested parties	Electricity, gas, steam and air conditioning supply	Peru	IV. Human Rights, VI Environment	No	Not applicable	No
		Click here to enter text.	Click here to enter text.					
Click here to enter text.	Click here to enter a date.	Choose an item.	Choose an item.	Click here to enter text.	Click here to enter text.	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 a date.	Choose an item.	Choose an item.	Click here to enter text.	Click here to enter text.	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 a date.	Choose an item.	Choose an item.	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.					

Additional comments:

Total number of specific instances:

1

For all specific instances that were CONCLUDED during the year:

Names of parties	Date received (dd/mm/yyyy)	Date concluded (dd/mm/yyyy)	Submitter type (NGO, trade union,, etc—see list in reporting form)	Industry sector (Construction, manufacturing, etc—see list in reporting form)	Host Country	Themes (MNE Guidelines chapters)	Link to OECD database if available	Outcomes achieved	Does the final statement plan for a follow up?	Did the NCP co-operate with other NCPs during the handling of this specific instance? If yes, please indicate which NCPs.	Were parallel proceedings involved while handling the specific instance? If yes, please select the type.
NGO and multinational company	23-Jul-2021	03-Oct-2022	NGO	Information and communication	West Bank and Gaza Strip	General Policies (II), Disclosure of information (III), Human Rights (IV), Employment and industrial relations(V), Consumers' Interests (VIII), Competition(X), and Taxation (XI)	No	The company decided not to enter in mediation. However the NCP made recommendations to the company.	No follow-up	No	Choose an item.
			Click here to enter text.	Click here to enter text.							No
Individual and multinational company	24-May-2022	03-Oct-2022	Individual(s)	Construction	Chile	Employment and industrial relations(V)	No	The company participated in the mediation. In the final report were included recommendations to the company.	Follow-up planned for the future	No	Domestic legal system
			By means of lawyers	Click here to enter text.							Click here to enter text.
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Click here to enter text.	Click here to enter a date.	Click here to enter a date.	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.	Choose an item.	Click here to enter text.	Choose an item.
			Click here to enter text.	Click here to enter text.							Click here to enter text.

Additional comments:	
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Total number of specific instances:	2
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For all specific instances that were NOT ACCEPTED during the year:

Name s of partie s	Date recei ved (dd/mm/ yyyy)	Date conclu ded (dd/mm/y yyy)	Submitter type (NGO, trade union,, etc— see list in reporting form)	Industry sector (Construction, manufacturing , etc—see list in reporting form)	Submitter type (NGO, trade union,, etc— see list in reporting form)	Industry sector (Construction, manufacturing , etc—see list in reporting form)	Host Country	Themes (MNE Guidelines chapters)	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 indicate which NCPs.	Were parallel proceedings involved while handling the specific instance? If yes, please select the type.
Individ ual and multin ational compa ny	19- Apr- 2022	20-Jul- 2022	Individual(s)	Water supply; sewerage, waste managemen t and remediation activities	Individual(s)	Water supply; sewerage, waste managemen t and remediation activities	Colombia	General Policies (II), Combating bribery (VII), Taxation (XI)	No	The relevance of applicable law and procedures, including court	No	Domestic legal systems
			It was submitted by means of a representati ve	Click here to enter text.								Click here to enter text.
Click here to enter text.	Click here to enter a date.	Click here to enter a date.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Choose an item.	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.	Click here to enter a date.	Click here to enter a date.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Choose an item.	Click here to enter text.	Choose an item.
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Additional comments:	In the non accepted case the NCP's decision was based on two reasons. One was that the requests were further the scope of the OECD Guidelines. The other refers to the fact that there was a parallel procedure and it was considered that the NCP involvement in the case could be an interference in the judicial procedure.
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Total number of specific instances:	1
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For all specific instances for which FOLLOW UP was performed during the year:

Names of parties	Date received (dd/mm/yyyy)	Date concluded (dd/mm/yyyy)	Date of follow up (dd/mm/yyyy)	Submitter type (NGO, trade union,, etc—see list in reporting form)	Industry sector (Construction, manufacturing, etc—see list in reporting form)	Host Country	Themes (MNE Guidelines chapters)	Was a public follow up statement issued?	Link to the follow up statement, if applicable
NGO and multinational company	20-Dec-2019	26-Nov-2021	01-May-2023	NGO	Manufacturing	West Bank and Gaza Strip	General Policies (II), Disclosure of information (III), Human Rights (IV), Consumers' Interests (VIII), Competition(X), and Taxation (XI)	Yes	Ministerio de Industria, Comercio y Turismo - Casos tratados por el PNCs
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Additional comments:	
Total number of specific instances:	1
