**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[[1]](#footnote-1).

**STRUCTURE**

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

1. Contact information
2. Institutional arrangements
3. Information and promotion
4. Specific instances
5. Peer learning
6. Policy coherence
7. 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:***

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

1. **Open-ended questions**
2. 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:***

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| **(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 |

1. “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:***

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| *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 havean 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 copying barbara.bijelic@oecd.org and 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.

NATIONAL CONTACT POINT REPORTING QUESTIONNAIRE (2017)

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| **A. CONTACT INFORMATION** |
| *Please provide the contact information of the person filling in the questionnaire.* |
| Name: | Silvia Bednarova |
| Job title: | State Counsellor of the Bilateral Trade Cooperation Department |
| Email: | silvia.bednarova@mhsr.sk |
| Telephone number: | +421 2 4854 2326 |

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| **B. INSTITUTIONAL ARRANGEMENTS** |
| **(a) Location of the NCP**  |
| 1. Is the NCP located in a Ministry? | Yes |
| If yes, in which Ministry is the NCP located? | Ministry of Economy of the Slovak Republic |
| If yes, in which department of the Ministry? | Department of Bilateral Trade Cooperation |
| 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)?  | Yes |
| If yes, please provide the name and date of this instrument | Decision of the Ministry of Economy of the Slovak Republic of January 18/2016 |
| *Additional comments on* ***Location of the NCP****:***NCP is a collective body composed of representatives of relevant ministries, banks, employers, employees and NGOs. NCP is supported by a secretariat based in the Ministry of Economy of the SR.** |
| **(b) Composition of the NCP**  |
| 5. Who are the members of the NCP? *Please describe the functions of the members of the NCP (e.g. President, Secretariat, Independent expert, etc.). No names are required.* | a) Ministry of Economy of the SR - president/ chairb) Ministry of Foreign and European Affairs of the SR – memberc) Ministry of Finance of the SR – memberd) Ministry of Labour, Social Affairs and Family of the SR – membere) Ministry of Justice of the SR – memberf) Ministry of Environment of the SR – memberg) Ministry of Education, Science, Research and Sport of the SR – memberh) National Bank of the SR – memberi) Export-Import Bank of the SR – memberj) National Union of Employers – memberk) Confederation of the Trade Unions of the SR – memberl) Chamber of NGOs of the SK Government Council for NGOs – memberm) Ministry of Interior of the SR – membern) Ministry of Agriculture and Rural Development of the SR – member o) Central European Corporate Governance Association – memberMinistry of Economy of the SR, Department of the Bilateral Trade Cooperation – secretariat |
| 6. Does the NCP have dedicated full-time staff?*“Dedicated full-time staff” means staff working full-time on NCP activities.* *If yes, please indicate the number.* | No | No full-time staff has been employed in order to perform NCP tasks.  |
| 7. Does the NCP have dedicated part-time staff?*“Dedicated part-time staff” means staff dedicating part of their time to NCP activities.* *If yes, please indicate the number.*  | Yes | NCP tasks are carried out along with other tasks of employees. |
| 8. Have any full-time or part-time staff members joined the NCP during the year? *If yes, please indicate how many.* | Yes | One part-time staff member joined the NCP secretariat during the year 2017. |
| 9. Have any full-time or part-time staff members left the NCP during the year? *If yes, please indicate how many.* | No | One employee responsible for NCP agenda (besides other tasks) left the ministry. |
| 10. Are other Ministries part of the institutional arrangements of the NCP?*(e.g. represented on advisory or oversight bodies, participate in specific instances, etc.)* | Yes |
| If yes, please list the Ministries (e.g. Social Affairs, Labour, Trade, Environment, Foreign Affairs, Justice, Finance, etc.) | See question N.°5 |
| 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? *(e.g. represented on advisory or oversight bodies, represented as members of the NCP, making NCP decisions on specific instances)* |
| NGOs | Yes |
| Representatives of the business community | Yes |
| Trade unions | Yes |
| 12. Does the NCP have an advisory body? | No |
| If yes, please describe its functions | N/A |
| 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. *(e.g. government, NGO, trade union, business, business organisation, academic, consumer organisation, etc.)*  | N/A |
| If yes, please indicate how often the NCP meets with the advisory body | N/A |
| 13. Does the NCP have an oversight body? | No |
| If yes, please describe its functions | N/A |
| 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.*(e.g. government, NGO, trade union, business, business organisation, academic, consumer organisation, etc.)* | N/A |
| If yes, please indicate how often the oversight body meets | N/A |
| 14. Does the NCP have a body for both advice and oversight? | No |
| If yes, please describe its functions | N/A |
| 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.)* | N/A |
| If yes, please indicate how often this body meets | N/A |
| *Additional comments on* ***Composition of the NCP****:***The NCP is a collective body comprising governmental and non-governmental bodies, thus it is under the auspices of all participating bodies.****No special advisory/oversight body has been established.** |
| **(c) Financial resources** |
| 15. Did the NCP have a dedicated budget this year? | No |
| 16. Did the NCP have a dedicated budget to conduct its promotional activities during the year? | No |
| If no, were financial resources for promotional activities allocated on an ad hoc basis when requested by the NCP? | Yes |
| 17. Did the NCP have a dedicated budget to conduct its activities related to specific instances during the year? | No |
| If no, were financial resources for specific instances allocated on an ad hoc basis when requested by the NCP? | No |
| 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 | Yes |
| Fact-finding research into specific instances | Yes |
| *Additional comments on* ***Financial resources****:***All costs related to NCP tasks are handled on ad hoc basis.** |
| **(d) Reporting** |
| 19. Does the NCP report to the government on its activities? | No |
| If yes, how often? | N/A |
| 20. Does the NCP report to parliament on its activities? | No |
| If yes, how often? | N/A |
| *Additional comments on* ***Reporting:***Click here to enter text.  |

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| **C. INFORMATION AND PROMOTION** |
| **(a) NCP website[[2]](#footnote-2)** |
| 21. Was a new NCP website created this year? If yes, please provide the link. | No | After the reconstruction of the ministerial website, the new link to the NCP page is: http://www.mhsr.sk/obchod/multilateralne-obchodne-vztahy/oecd/narodne-kontaktne-miesto-pre-smernice-oecd-pre-nadnarodne-spolocnosti |
| 22. 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 |
| 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 |
| **Information about specific instances** |
| Instructions on how to submit a specific instance | Yes |
| The NCP’s rules of procedures  | Yes |
| All final statements since 2011 | No |
| **Information on promotional activities** |
| Information on upcoming events promoting the Guidelines | No |
| 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 |
| *Additional comments on* ***NCP website****:*Click here to enter text. |
| **(b) Promotional activities[[3]](#footnote-3)** |
| 23. Did the NCP organise or co-organise events to promote the Guidelines and/or the NCP during the year? *If yes, please provide details in table 1 in Annex 1.* | Yes |
| 24. Did the NCP make a presentation to promote the Guidelines and/or the NCP in events organised by others? *If yes, please provide details in table 2 in Annex 1.* | No |
| 25. Did the NCP make use of social media to communicate on NCP promotional activities during the year? | No |
| 26. Did the NCP hold a stakeholder meeting during the year? | No |
| 27. Did the NCP promote the Guidelines among the business community during the year? | No |
| 28. Did the NCP carry out any training on the Guidelines aimed at businesses during the year? | Yes |
| 29. Did the NCP promote the Guidelines among NGOs during the year? | No |
| 30. Did the NCP promote the Guidelines among trade unions during the year? | No |
| 31. Did the NCP promote the Guidelines among government agencies during the year? | No |
| 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? | No |
| 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 | *No* |
| OECD Due Diligence Guidance for Meaningful Stakeholder Engagement in the Extractive Sector  | *No* |
| OECD-FAO Guidance for Responsible Agricultural Supply Chains | *No* |
| *Additional comments on the section* ***Promotional activities****:*Click here to enter text. |

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| **D. SPECIFIC INSTANCES** |
| **(a) NCP rules of procedure for handling specific instances** |
| 35. Does the NCP have rules of procedure describing the handling of specific instances?  | *Yes* |
| 36. Are the rules of procedure available online?*If yes, please provide link. If no, please attach a copy of the rules of procedure to this questionnaire* |  Yes | http://www.economy.gov.sk/uploads/files/POdlxzAE.pdf |
| 37. Were the NCP’s rules of procedure modified this year?  | *Yes* |
| *Additional comments on the section* ***Rules of procedure****:*Click here to enter text. |
| **(b) Specific instance practicalities**  |
| 38. Does the NCP confirm receipt of a specific instance submission?  | *Yes* |
| 39. Who has the final sign-off on accepting a specific instance?*Please provide the function of the relevant staff within the NCP. No names are required.* | After an initial assessment made by the secretariat, NCP (i.e. chair + members) as a collective body makes a final decision on wheter an issue merits further examination.Final decision is issued and sent by the secretariat based on the decision of the NCP members. |
| 40. Who has the final sign-off on final statements?*Please provide the function of the relevant staff within the NCP. No names are required.* | NCP (i.e. chair + members) as a collective body makes a final decision on the issue.Final statement is issued by the secretariat based on the decision of the NCP members. |
| 41. Does the NCP request feedback from the parties on the procedure following the conclusion of a specific instance?  | *No* |
| 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 |
| *Additional comments on the section* ***Specific instance practicalities****:*Click here to enter text. |
| **(c) Reporting specific instances**  |
| 45. Did the NCP receive new specific instance submissions during the year?*If yes, please also provide details in Annex 2* | *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?*If yes, please also provide details in Annex 2* |  N/A  |
| *Additional comments on the section* ***Reporting specific instances***:Click here to enter text. |

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| **E. PEER LEARNING** |
| 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  | *No* |
| 48. Is the NCP interested in hosting an NCP learning/experience-sharing event in 2017? | *No* |
| 49. Which topic would the NCP consider to be a priority to cover in a peer learning event?  | N/A |
| 50. Is the NCP interested in participating in developing tools for use by NCPs?  | *Yes* |
| *Additional comments on the section* ***Peer-learning activities****:*Click here to enter text. |

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| **F. POLICY COHERENCE[[4]](#footnote-4)** |
| 51. Have the Guidelines been referred to in relevant national legislation adopted during the year?*(e.g. on responsible business conduct; non-financial reporting, export credits regulation, public procurement)* | *No* |
| If yes, please provide a link to the legislation. *If a link is not available, please attach a copy of the legislation to this questionnaire.* | N/A |
| 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?*If yes, please indicate which type of NAP*  | *No* | N/A |
| If yes, does the NAP make reference to the Guidelines? | *No* |
| If yes, does the NAP make reference to the NCP? | *No* |
| 56. Was a NAP in development this year?*If yes, please indicate which NAP.* | *No* | N/A |
| If yes, did the NCP participate in the development of the National Action Plan? | *No* |
| 57. Please indicate any other examples of policy coherence activities: | N/A |
| *Additional comments on* ***Policy Coherence****:***No public statements on specific instances have been issued in 2017, therefore they could not be further communicated.** |

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| **G. IMPACT AND FUTURE WORK** |
| 58. Does the NCP have a promotional plan for the coming year (2017)? | *No* |
| 59. Is the NCP interested in being a reviewer in a peer review planned in 2017 or 2018? | *No* |
| 60. Is the NCP interested in being an observer of a peer review planned in 2017 or 2018? | *Yes* |
| 61. Please enter the relevant fluent language capabilities of your team (French, English and/or Spanish) | English |
| 62. Has the NCP faced any particular challenge(s) it would like to highlight this year?  | N/A |
| *Additional comments on the section* ***Impact and future work****:*Click here to enter text. |

**Annex 1: NCP PROMOTIONAL ACTIVITIES**

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| **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***(dd/mm/yyyy)* | **Location** | **Type of event** | **Size of audience** | **Organised or co-organised?** | **Targeted audience***e.g. Business representatives, NGOs, Trade unions, Academia, General public, Government representatives, etc.* | **Theme***e.g. the OECD Guidelines, the NCP activities on sector due diligence guidance documents, etc.* |
| **The NCP Seminar** | **23. 10. 2017** | **Bratislava, Hotel Bôrik** | **Other** | **10-50** | **Co-organised** | **Business representatives, NGOs, Trade unions, Academia, General public, Government representatives** | **The role of NCPs, promotion of the OECD guidelines** |
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| **Total number=** | 1 |
| **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***e.g. Business representatives, NGOs, Trade unions, Academia, General public, Government representatives, etc*  | **Organiser(s)** | **Type of intervention** | **Theme of the intervention** |
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**Annex 2: SPECIFIC INSTANCES**

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| **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.
1. 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.
2. 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](https://community.oecd.org/docs/DOC-102950) to Sama.Altahercucci@oecd.org and Kathryn.dovey@oecd.org[[5]](#footnote-5). |
| **For all specific instances that are currently IN PROGRESS:**  |
| **Before the initial assessment** |
| **Names of parties** | **Date received** *(dd/mm/yyyy)* | **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.** |
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| 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. |
| **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.** |
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| **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.** |
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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.** |
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| **Total number=** | Click here to enter text. |

**END OF QUESTIONNAIRE**

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”. [↑](#footnote-ref-1)
2. This includes dedicated NCP webpages as part of the Ministry’s website. [↑](#footnote-ref-2)
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. [↑](#footnote-ref-3)
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 specifics agency’s policies and programmes […].” [↑](#footnote-ref-4)
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”. [↑](#footnote-ref-5)