



MINISTRY OF ECONOMY  
OF THE SLOVAK REPUBLIC

File No: 17498/2017-4230-16534

**ADDENDUM No. 1 to the RULES OF PROCEDURE  
of the National Contact Point for the OECD Guidelines  
for Multinational Enterprises  
of 5 April 2017**

Pursuant to Article 7(2) of the Rules of Procedure of the National Contact Point for the OECD Guidelines for Multinational Enterprises (hereinafter referred to as the “Rules of Procedure”) of 20 September 2016 I hereby

**I.  
i s s u e**

**Addendum No. 1** to the Rules of Procedure by which I

**II.  
a p p r o v e**

**amendments** to the Rules of Procedure as follows:

1. In Article 1(2), a comma is inserted after the words “these Rules of Procedure”.
2. In Article 1(3), the words “or by means of the *per rollam* procedure of voting.” are appended at the end.
3. In Article 2(1), the words “by means of a regular meeting or by means of the *per rollam* procedure of voting.” are appended at the end.
4. Article 2(2) reads as follows:  
“(2) The meetings of the NCP are convened, or the *per rollam* procedure of voting is declared, by the Chair of the NCP as necessary on his/her own initiative or when jointly proposed by at least two NCP members.”.
5. In Article 2, paragraph 7 is added as follows:  
“(7) In the case of the *per rollam* vote, the NCP Secretariat shall ensure that the materials are sent, along with the request for opinion, to all NCP members by electronic means while also specifying the time limit for providing an opinion.”.
6. In Article 4, paragraphs 10 through 13 are added as follows:  
“(10) In the event of the *per rollam* vote, the NCP members are required to send a written opinion to the submitted material within seven days after it has been sent by the NCP Secretariat. This time limit may be shorter in justified cases. Where an NCP member does not send his/her opinion within the specified time limit, the NCP member shall be deemed to have given his/her consent.

(11) In the event where a simple majority of all NCP members raises serious comments to the submitted material within the *per rollam* procedure of voting, its further approval must be the subject-matter of a regular NCP meeting.

(12) As the outcome of the *per rollam* vote, a resolution shall be adopted whereby the submitted material is approved if a simple majority of the votes of all NCP members has been reached, or the submitted material is not approved if the required majority of votes has not been reached.

(13) The *per rollam* vote may not be applied with respect to voting on essential issues concerning specific instances.”.

7. In Article 5(2), the commas are deleted after the numerals “2” and “1” – not applicable in the Slovak version.

8. Article 6 reads as follows:

“(1) The NCP Secretariat shall draw up the minutes of the NCP meeting or of the *per rollam* vote which the NCP Chair and the person verifying the minutes must approve by attaching their signatures.

(2) The minutes of the NCP meeting shall contain the following information:

- a) the place and time of the meeting,
- b) the name of the NCP Chair,
- c) the points on the agenda to be discussed,
- d) a resolution adopted for each point on the agenda, including the adopted measures (a measure shall contain a specific task, the person(s) responsible for accomplishing the task and the deadline for its accomplishment),
- e) the outcome of the NCP meeting or of the *per rollam* vote (opinions of NCP members),
- f) signature of the person verifying the minutes, the person drawing up the minutes and the NCP Chair,
- g) the attendance sheet of members present at the NCP meeting as an annex to the minutes.

The above provisions shall apply *mutatis mutandis* to the minutes of the *per rollam* vote.

(3) The minutes of the NCP meeting or of the *per rollam* vote shall be sent by the Secretariat to all NCP members by electronic means within ten business days of the NCP meeting or the *per rollam* vote. Where NCP members do not raise any comments within five business days of the date of sending, the minutes shall be deemed approved. Upon receipt of any comments, the Secretariat shall modify the minutes accordingly and, following the approval thereof by the NCP Chair, the final version shall be sent to NCP members.

(4) The minutes of the NCP meeting or of the *per rollam* vote, including the materials that have been discussed, must be archived by the NCP Secretariat in accordance with the applicable internal and generally binding regulations.”.

**III.**  
**Final provision**

This Addendum No. 1 to the Rules of Procedure shall enter into effect as of the date of signature.

Mgr. Radovan Urban Kocák, PhD., MPH  
Chair  
of the National Contact Point