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**DIRECTORATE FOR FINANCIAL AND ENTERPRISE AFFAIRS
INVESTMENT COMMITTEE**

**Meeting of the Network of National Contact Points for Responsible Business
Conduct**

NATIONAL CONTACT POINT 2019 REPORT TO THE OECD: AUSTRIA

This document is available in PDF format only.

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JT03460428

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:	Mario Micelli
Job title:	Head of NCP
Email:	Mario.micelli@bmdw.gv.at
Telephone number:	+43 (0) 1 711 00 80 52 40

B. INSTITUTIONAL ARRANGEMENTS	
(a) Structure, location and composition of the NCP	
1. What is the <u>structure</u> of the NCP?	Single-agency
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>	The Austrian NCP is located in the ministry digital and economic affairs as a distinct unit. The head of unit carries out promotional activities and specific instances. In organisational and logistical matters (e.g. events, website) it is supported by the department for OECD, sustainability and the department for event management, in communication matters it is supported by the public relations office of the ministry.
3. If the NCP is not a <u>single-agency NCP</u> , does it have a <u>secretariat</u> ?	Choose an item.
If yes, in which ministry or government body?	Click here to enter text.
If yes, in which department of the ministry or government body?	Click here to enter text.
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	Administrative Decree (Amendment of the Ministry's Organisational Structure, January 2019)
<i>Additional comments on Structure, location and composition of the NCP</i> Click to enter text.	
(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 Austrian NCP has one advisory body, the Steering Committee ("Lenkungsausschuss").
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.)	The responsibilities/functions of the Steering Committee include (also see Section 8 of the Steering Committee's Terms of Reference, https://www.bmdw.gv.at/en/Topics/International/OECD-Guidelines-for-Multinational-Enterprises-and-the-Austrian-NCP/The-Steering-Committee-of-the-Austrian-National-Contact-Point.html): a. Consulting of the Austrian NCP in all matters

	<p>regarding the implementation of the Guidelines, including the handling of notifications in specific instances;</p> <p>b. The support and consulting of the Austrian NCP during the implementation of the pro-active agenda;</p> <p>c. Participation in the preparation of the annual report of the Austrian NCP to the OECD Investment Committee;</p> <p>d. The promotion of a broad dialogue on the Guidelines with stakeholders;</p> <p>e. Proposals for the further development of the Austrian NCP;</p> <p>f. The suggestion that a matter be referred to the OECD Investment Committee in case of doubts regarding the interpretation of the Guidelines.</p>
<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>One representative from each of the following organisations:</p> <ul style="list-style-type: none"> -Federal Ministry for Digital and Economic Affairs; government), Chair -Federal Chancellery (government) -Federal Ministry for Europe, Integration and Foreign Affairs (government) -Federal Ministry of Labour, Social Affairs, Health and Consumer Protection (government) -Federal Ministry of Finance (government) -Austrian Federal Chamber of Labour (statutory representation of workers/employees) -Austrian Chamber of Agriculture (representation of farmers and cooperatives) -Austrian Trade Union Federation (trade union) -Federation of Austrian Industries (business organisation) -Austrian Federal Economic Chamber (statutory representation of companies/business) -Südwind (representative of OECD Watch, NGO) -University professor (legal expert in the field of extrajudicial dispute resolution)
<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>According to the Steering Committee's Terms of Reference (Section 8.g.), the Steering Committee is also responsible for the evaluation of the activities of the Austrian NCP, in particular with regard to the compliance with the Terms of Reference and the implementation of the key criteria pursuant to Item I of the Procedural Guidance of the OECD Guidelines for Multinational Enterprises as well as the compliance with the latter.</p>
<p><i>Additional comments on Advisory body:</i> Ad 5.) The Austrian NCP can further consult the Steering Committee on any responsibility of the NCP, including specific instances.</p>	

(c) Human and financial resources			
7. Does the NCP have dedicated full-time staff? <i>If yes, please indicate the number.</i>	Yes	1	
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>	Yes	1	25
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>	Yes, full-time staff member(s)	1	
10. Have any full-time or part-time staff members left the NCP during the year? <i>If yes, please indicate how many.</i>	Yes, full-time staff member(s)	1	
11. Did the NCP have a <u>dedicated budget</u> this year?	Yes		
If no, were financial resources for promotional activities allocated on an ad hoc basis when requested by the NCP?	Choose an item.		
If no, were financial resources for specific instances allocated on an ad hoc basis when requested by the NCP?	Choose an item.		
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	N/A: The NCP did not handle a specific instance this year		
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	N/A: The NCP did not need to hire a professional mediator this year		
Conduct fact-finding research into specific instances	N/A: The NCP did not need to conduct fact finding research this year		
If you answered no to any of the above, please specify	Click here to enter text.		
<i>Additional comments on Human and financial resources:</i> Ad 8.) The Austrian NCP is supported by a part-time secretariat of the department for OECD, Sustainability of the Ministry for Digital and Economic Affairs. The Austrian NCP is able to rely on resources of other departments/units of the ministry in which is located if this becomes necessary (e.g. organising events, designing promotional material, communication and public relation). Ad 11.) The Austrian NCP does not dispose of a dedicated budget for activities related to specific instances or for fact-finding research into specific instances. In case such funding becomes necessary, funds will be allocated on an ad hoc basis.			
(d) Reporting			
13. Does the NCP <u>report</u> to the government on its activities?	Yes		
If yes, how often?	On an ongoing basis		
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	
<p><i>Additional comments on Reporting:</i></p> <p>Ad 14.) The activities of the Austrian NCP are, inter alia, subject of the annual economic report by the Federal Ministry for Digital and Economic Affairs and the annual report on external relations by the Federal Ministry for Europe, Integration and Foreign Affairs.</p> <p>Members of Parliament have the right to make requests to the Austrian NCP via the competent Minister (right of interpellation). In September 2019, the Austrian NCP reported on its Peer Review via the Minister to a request made by Members of Parliament (https://www.parlament.gv.at/PAKT/VHG/XXVI/AB/AB_03830/index.shtml).</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 https://www.bmdw.gv.at/en/Topics/Intern-Guidelines-for-Multinational-Enterprises-and-Austrian-NCP.html www.oecd-leitsaetze.at
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	No
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)	No
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	No

²

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

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
<i>Additional comments on NCP website:</i> Ad 17.) In order to further improve the visibility and accessibility of the Austrian NCP, the Austrian NCP has a teaser on current NCP topics and activities (e.g. conclusion of specific instance proceeding; upcoming and past events; stakeholder survey) on the front page of the Ministry's website. The teaser leads directly to the relevant topic on the website of the Austrian NCP. Ad online form: The Austrian NCP has PDF-forms which can be compiled electronically, but no online form. Ad promotional plan: An information on the planned promotional activities was given in the Steering Committee meeting in April 2019. The protocol is published on the website (German version only).	
(b) Promotional activities³	
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?	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

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.

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?	No
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	No
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	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 <i>Promotional activities</i>: In addition to the organisation and participation in events mentioned in Annex 1, the Austrian NCP also engaged in the following activities: -publication of brochure “annual report 2018” -issuing newsletters -distributing brochures at Austrian embassies	

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 https://www.bmdw.gv.at/en/Topics/International/OECD-Guidelines-for-Multinational-Enterprises-and-the-Austrian-NCP/The-complaint-procedure-at-the-Austrian-National-Contact-Point-(Austrian-NCP).html
33. Were the NCP's rules of procedure modified this year?	No

<p><i>Additional comments on the section Rules of procedure: Ad 33.) The rules of procedure for handling specific instances of the Austrian NCP are - together with the Guidance Document - currently under review by the Austrian NCP and the Steering Committee. The revision will be concluded in early 2020.</i></p>	
<p>(b) Specific instance practicalities</p>	
<p>34. Does the NCP confirm receipt of a specific instance submission?</p>	<p><i>Yes</i></p>
<p>35. Does the NCP request feedback from the parties on the procedure following the conclusion of a specific instance?</p>	<p><i>Yes</i></p>
<p>36. Has the NCP staff undergone training in dispute resolution or problem solving (e.g. mediation)?</p>	<p><i>Yes</i></p>
<p>37. Did the NCP engage professional mediators during the year?</p>	<p><i>No</i></p>
<p>38. Did the NCP staff or members conduct mediation this year?</p>	<p><i>No</i></p>
<p><i>Additional comments on the section Specific instance practicalities:</i> Click here to enter text.</p>	
<p>(c) Reporting specific instances</p>	
<p>39. Did the NCP receive new specific instance submissions during the year? <i>If yes, please also provide details in Annex 2</i></p>	<p><i>No</i></p>
<p>40. Did the NCP close specific instances during the year? <i>If yes, please also provide details in Annex 2</i></p>	<p><i>No</i></p>
<p>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></p>	<p><i>No</i></p>

42. Did the NCP follow up on a case during the year? <i>If yes, please also provide details in Annex 2</i>	No
43. Is the OECD case database accurate and up to date with regard to cases handled by the NCP?	Yes
<i>Additional comments on the section Reporting specific instances:</i> Click here to enter text.	

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	<i>Yes</i>
Participate in peer learning activities hosted by other NCPs	<i>No</i>
Co-operate with other NCPs in handling specific instances	<i>No</i>
Provide mentoring/capacity building to another NCP	<i>No</i>
45. Is the NCP interested in hosting an NCP learning/experience-sharing event in 2020?	<i>No</i>
46. Which topic would the NCP consider to be a priority to cover in a peer learning event?	Engaging with parties in a specific instance.
47. Is the NCP interested in participating in developing tools for use by NCPs?	<i>Yes</i>
48. Is the NCP interested in acting as a peer reviewer in the future?	<i>Yes</i>
If yes, please specify the semester and the year	<i>Beginning from 2021</i>
<i>Additional comments on the section Peer-learning and peer reviews:</i> Ad 44.) The Austrian NCP hosted the Mediation Academy in April 2019. The Austrian NCP participated in the ILO-Workshop in September 2019 in Turin, Italy.	

F. POLICY COHERENCE⁴

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

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>	No	
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>	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 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 communicate public statements on specific instances to officials responsible for trade missions?	N/A: the NCP did not publish any statement this year	
53. Did the NCP communicate public statements on specific instances to officials responsible for foreign trade and investment incentives?	N/A: the NCP did not publish any statement this year	
54. Did the NCP communicate public statements on specific instances to public procurement officials?	N/A: the NCP did not publish any statement this year	
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.	
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?	Currently, there are ongoing discussion among ministerial experts on how to develop such tools..	
59. Please flag any specific initiatives/good practice involving public procurement and RBC in your country.	Click or tap here to enter text.	
60. Please indicate any other examples of policy coherence activities.	Senior officials of the Federal Ministry for Digital and Economic Affairs are regularly informed about NCP activities, including specific instances. Similarly, the Austrian NCP regularly informs	

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 [...].”

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	officials responsible for trade missions, the Austrian Export Credit Agency and the Austrian Development Bank about NCP activities and specific instances. Moreover the Steering Committee, being inter alia composed by members of different Austrian Ministries, is regularly informed about NCP activities.
<p><i>Additional comments on Policy Coherence:</i> Ad 52 and 53.) The NCP is regulary exchanging with the foreign trade officials on RBC issus, e.g. specific instances.</p>	

G. CHALLENGES	
61. Has the NCP faced any particular challenge(s) it would like to highlight this year?	Click here to enter text.
<p><i>Additional comments on Challenges:</i> Click here to enter text.</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 (dd/mm/yyyy)	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>
Workshop on the OECD Due Diligence Guidance	21/02/2019	Austrian Economic Chambers	Other	10-50	Co-organised	Business representatives	OECD Due Diligence Guidance for RBC
Expert talk on the OECD Due Diligence Guidance	21/02/2019	Federal Ministry for Digital and Economic Affairs	Meeting	10-50	Organised	Government representatives, trade unions, academia	OECD Due Diligence Guidance for RBC
Meeting with NGO AG Globale Verantwortung	01/03/2019	Federal Ministry for Digital and Economic Affairs	Meeting	<10	Organised	NGO	OECD Guidelines, NCP activities

Smart Stakeholder Engagement - Responsible Business Conduct in the digital age	08/04/2019	Federal Ministry for Digital and Economic Affairs	Other	10-50	Organised	Business representatives, NGOs, Trade Unions, Academia, General public, Government representatives	OECD Guidelines, stakeholder engagement
Meeting with NGO AG Globale Verantwortung	28/08/2019	Federal Ministry for Digital and Economic Affairs	Meeting	<10	Organised	NGO	OECD Guidelines, NCP activities
Workshop Anti-Corruption Seminar	07/10/2019	Austrian Economic Chambers	Other	10-50	Co-organised	Business representatives	OECD Guidelines, Bribery and corruption
Dialogue with Employee Representatives: Help shaping Global Responsibility	22/10/2019	Federal Ministry for Digital and Economic Affairs	Meeting	10-50	Organised	Trade Unions, Workers representatives	OECD Guidelines

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Total number=	7
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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 <i>(dd/mm/yyyy)</i>	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
Meeting with employee representatives of Palfinger AG	27/02/2019	Palfinger AG, Salzburg	Meeting	10-50	Trade Unions, workers representatives of Palfinger AG	Workers council of Palfinger AG	Presentation	OECD Guidelines, OECD Due Diligence Guidance
Presentation at Vienna University of Economics and Business	28/03/2019	Vienna University of Economics and Business	Other	10-50	Students	Vienna University of Economics and Business	Presentation	OECD Guidelines, OECD Due Diligence Guidance, NCP activities, specific instances
Presentation at the advisory council for Export Guarantees	21/11/2019	Federal Minister of Finance	Meeting	10-50	Government representatives, social partners	Federal Minister of Finance	Presentation	OECD Guidelines, OECD Due Diligence Guidance

Total number=	3
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Annex 2: SPECIFIC INSTANCES

Please provide details of the following in the table below:

1. Specific instances **in progress** during the year (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 <i>(dd/mm/yyyy)</i>	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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Total number= 0

For all specific instances that were CONCLUDED during the year:

⁵ 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”.

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 of this specific instance? If yes, please describe.
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Total number= 0

For all specific instances that were NOT ACCEPTED during the year:

Title	Date received (dd/mm/yyyy)	Link to OECD database if available	Reasons for not accepting the specific instance	Did the NCP co-operate with other NCPs during the handling of this specific instance? If yes, please describe.
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Total number= 0

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
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Total number= 0

END OF QUESTIONNAIRE