

# Template for Submitting a Specific Instance to the Austrian NCP

## A. About the notifier:

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1. Name of organisation or individual

2. Telephone number

3. Postal address

4. Email address

5. Website (if available)

6. Contact person 1

Name

Position

Telephone

Email address

7. Contact person 2

Name

Position

Telephone

Email address

8. Are you bringing the notification on behalf of others (e.g. on behalf of a local union or community)?
  
9. If yes, please explain your interest in this case and mandate or reason for bringing the case.

#### **B. About the respondent:**

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1. Name of the organisation/company
  
2. Telephone number
  
3. Postal address
  
4. Email address
  
5. Please outline the relevant organisational/company structure (private company, listed, state owned, etc.).

#### **C. About the specific instance:**

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1. Which chapters of the OECD Guidelines does the notification relate to?
  
2. In which country/territory did the adverse impact/harm occur?
  
3. Please describe the facts of the case and how they relate to the relevant chapters of the OECD Guidelines.
  
4. Please provide documentation, reports, studies, testimonies or other types of supporting material to support the notification.

5. Is the notification relevant to NCPs in other countries and if so, which countries? And why?
  
6. What do you hope to achieve by this notification?
  
7. What actions do you think the respondent should take to resolve the problem?
  
8. For supply chain cases: Please provide information on the respondent's relationship with the organisation/company that has allegedly violated the relevant chapters of the Guidelines.

#### **D. Contact with the respondent:**

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1. Has your organisation been in contact with the respondent? If so, please give an account of how this was done and the outcome of the contact. Please provide any documentation such as minutes of meetings, etc. as an attachment to this form.
  
2. Has this notification been brought to the attention of other forums or other NCPs? If so, give an account of any measures that have been taken on the basis of this. Please provide any documentation such as minutes of meetings, etc. as an attachment to this form.

#### **E. Other proceedings:**

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1. Have there been other attempts to resolve the situation? Please explain.
  
2. If yes, what were the outcomes of the attempts to resolve the situation?

3. How did the organisation/company respond to the outcomes of these proceedings?

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**F. General information:**

1. How did you hear about the NCP?
  
2. How did you hear about the OECD Guidelines?

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**G. Additional information:**

1. Do you have any additional comments?

**Imprint**

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