

OECD Hungarian National Contact Point (HNCP)

Rules and Process to Request Access to Documents

1. Scope of Access

Members of the **Hungarian National Contact Point (HNCP)** have the right to request access to documents related to:

- **OECD Guidelines for Multinational Enterprises** and their implementation.
- **Specific Instances** handled by the HNCP (subject to confidentiality rules).
- **Meeting minutes, internal reports, and procedural documents** relevant to HNCP activities.
- **Correspondence with stakeholders** (as permitted under transparency policies).

2. Request Submission Process

1. Submission of Request

- Requests must be submitted in **writing** via email to the HNCP Secretariat at nkp@ngm.gov.hu.
- The request must specify:
 - The **type and title** of the document(s) requested.
 - The **purpose** of the request.
 - Any relevant **timeframe** or urgency.

2. Review and Approval

- The Secretariat will **review the request within 3 working days**.
- If the document contains **confidential** or **restricted** information, additional approval from the **HNCP Chair** may be required.

3. Decision Notification

- Applicants will receive a **written response** within **5 working days** stating:
 - Whether access is granted.
 - Any **redacted** or **restricted** parts.
 - If denied, the **justification** for the decision.

3. Access Methods

- **Digital copies** may be provided via **secure email**.
- In certain cases, members may be required to **review documents in person** at the HNCP office.

4. Confidentiality and Compliance

- Members must **adhere to confidentiality agreements** and ensure responsible handling of documents.
- Unauthorized distribution or publication of sensitive information may result in **disciplinary actions** or legal consequences.

5. Appeal Process

- If access is denied, members can submit an **appeal** to the HNCP Chairperson within **10 working days** of the decision.
- Appeals will be reviewed by the **HNCP Advisory Body**, and a final decision will be communicated within **15 working days**.

For further details, members can contact the **HNCP Secretariat**.