

OECD Hungarian National Contact Point (HNCP)

Tasks of the Chair and Secretariat

The OECD Hungarian National Contact Point (HNCP) is the organization responsible for the domestic implementation and promotion of the OECD Guidelines for Multinational Enterprises.

In order to carry out these tasks, the responsibilities of the Chair and the Secretariat are as follows:

Tasks of the HNCP Chair:

1. Strategic direction: Directs the activities of the HNCP, defines long-term goals in order to comply with the OECD Guidelines.
2. Representation: Represents the HNCP at the domestic and international levels, especially in official cooperation with the OECD. Regularly reports on the activities of the HNCP in the framework of the WPRBC and NCP meetings.
3. Ensuring independence and impartiality: Supervises the fair and transparent conduct of procedures. Approves amendments to the HNCP Rules of Procedure and the Case Handling Procedure.
4. Conflict management: In relation to complaint cases, it appoints the competent NCP members to participate in the procedure, monitors the process, coordinates the decision-making process in case of disputes and problems that arise.
5. Contact: Provides the framework for cooperation with Hungarian government agencies, businesses, civil society organizations and other interested parties. It monitors the cooperation, approves the Secretariat's report.
6. Approval of the agenda of HNCP meetings, chairing the meetings.
7. Operation: Supervises the convening of the HNCP and the HNCP Advisory Board, approves its agenda, and chairs the meetings.
8. Invitation and mandate: Invites members of the HNCP and the HNCP Advisory Board, and mandates the HNCP Secretary to perform secretarial duties.
9. Information: Provides information to the OECD National Council on the activities of the HNCP.
10. Statement on a complaint: The HNCP examines and approves the decision made by the HNCP, and requests the HNCP Secretariat to prepare and issue the Statement.

Tasks of the HNCP Secretariat:

1. Administrative support: Administrative and logistical support for the daily operations of the President and the HNCP.
2. Liaison: Providing information to stakeholders about the OECD Guidelines and maintaining contact with the OECD Secretariat.
3. Communication: Preparing a communication plan, applying the tools specified therein, informing those who contact the HNCP.
4. Organizing HNCP and Advisory Board meetings: Preparing the meetings, proposing the agenda, organizing the meeting, preparing minutes.
5. Event organization: Organizing conferences, trainings and other events in order to popularize the Guidelines.
6. Participation: Preparation of participation in events organized by government, professional, and civil organizations, as well as companies, representing the HNCP in the absence of the president.
7. Handling of reports: Receiving reports regarding violations of the guidelines, registering them, sending them to the HNCP members, and coordinating the procedures.
8. Handling of complaint cases: Sending the report to the HNCP members, informing the reporter about the receipt, (conducting) the procedure according to the complaint handling procedure.
9. Preparation of annual reports: Compilation and submission of the HNCP annual reports to the OECD National Council and the OECD.
10. International representation: Participation in WPRBC and NCP meetings, representing the HNCP in the absence of the president.
11. Innovation: Monitoring the work of the OECD, informing stakeholders about changes, decisions, guidelines, action plans and their implementation.
12. Secretary of the HNCP: The HNCP is represented in everyday business by the Secretary of the HNCP, both as a signatory and in person. If the President is prevented from performing his presidential duties, the Secretary of the HNCP also ensures representation.