

## 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 NCP<sup>1</sup>.

### 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>(b) Promotional activities</b>	
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>(b) Advisory body</b>	
5. Does the NCP have one or several advisory bodies?	Yes/No

<sup>1</sup> 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](mailto:RBC@oecd.org) copying [nicolas.hachez@oecd.org](mailto:nicolas.hachez@oecd.org) and [kathryn.dovey@oecd.org](mailto: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](mailto: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:	Éva Berzéký
Job title:	Secretary of the OECD Hungarian National Contact Point (OECD HNCP)
Email:	eva.berzeky@pm.gov.hu
Telephone number:	+3617955677

  

B. INSTITUTIONAL ARRANGEMENTS	
(a) Structure, location and composition of the NCP	
1. What is the <u>structure</u> of the NCP?	Other
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>	Members: 4 members from Ministry of Finance (Chair of the NCP, Head of OECD Unit, AML/CFT Legislation Unit, Secretary of the NCP) 1 part-time member from Ministry of Finance 1 member from Ministry of Foreign Affairs and Trade (responsible for human rights issues) 2 members from Ministry for Innovation and Technology (responsible for Labor affairs and CSR) 1 member from Ministry of Agriculture (responsible for environmental protection)
3. If the NCP is not a <u>single-agency NCP</u> , does it have a <u>secretariat</u> ?	Yes
If yes, in which ministry or government body?	Ministry of Finance
If yes, in which department of the ministry or government body?	Strategy Department for EU Affairs
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	Government Decree 245/2017. (VIII.29.) on the Promulgation of the Decision of the Council on the OECD Guidelines for Multinational Enterprises C(2000)96/FINAL, as amended on 25 May 2011 and the Establishment of the Hungarian National Contact Point according to the OECD Guidelines for Multinational Enterprises 29/08/2017 <a href="https://oecd.kormany.hu/a-magyar-nemzeti-kapcsolattarto-pont">https://oecd.kormany.hu/a-magyar-nemzeti-kapcsolattarto-pont</a> <a href="https://net.jogtar.hu/jogszabaly?docid=A1700245.KOR&amp;timeshift=ffffff4&amp;txtreferer=0000001.TXT">https://net.jogtar.hu/jogszabaly?docid=A1700245.KOR&amp;timeshift=ffffff4&amp;txtreferer=0000001.TXT</a>

<p><i>Additional comments on <b>Structure, location and composition of the NCP</b></i> Click here to enter text.</p>	
<p><b>(b) Advisory body</b></p>	
5. Does the NCP have one or several <u>advisory bodies</u> ?	No
If the NCP has several advisory bodies, please specify.	Click here to enter text.
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.)	Click here to enter text.
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.)	Click here to enter text.
If yes, please indicate how often the advisory body(ies) meets	Choose an item.
6. If an advisory body provides <u>oversight</u> , please describe the oversight procedure	Click here to enter text.
<p><i>Additional comments on <b>Advisory body</b>:</i> Click here to enter text.</p>	
<p><b>(c) Human and financial resources</b></p>	
7. Does the NCP have dedicated full-time staff? <i>If yes, please indicate the number.</i>	Yes <span style="float: right;">1</span>
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 <span style="float: right;">1</span> <span style="float: right;">30-50</span>
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, part-time staff member(s) <span style="float: right;">1</span>
10. Have any full-time or part-time staff members left the NCP during the year? <i>If yes, please indicate how many.</i>	No <span style="float: right;">Click here to enter text.</span>
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	Yes
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	Yes
Conduct fact-finding research into specific instances	Yes
If you answered no to any of the above, please specify	Click here to enter text.
<p><i>Additional comments on <b>Human and financial resources</b>:</i> Click here to enter text.</p>	
<b>(d) Reporting</b>	
13. Does the NCP <u>report</u> to the government on its activities?	Yes
If yes, how often?	Once a year
14. Does the NCP report to parliament on its activities?	No
If yes, how often?	Choose an item.
15. Please indicate any other relevant transparency requirement applicable to the NCP in your country	The NCP will continue reporting to the Hungarian OECD National Council.
<p><i>Additional comments on <b>Reporting</b>:</i> According to Government Decree 245/2017 (VIII.29.) the NCP is to report to the Government on a yearly basis.</p>	

<b>C. INFORMATION AND PROMOTION</b>		
<b>(a) NCP website<sup>2</sup></b>		
16. Does the NCP have a website? If yes, please provide the link in the second box.	Yes	<a href="https://oecd.kormany.hu/oecd-nkp">https://oecd.kormany.hu/oecd-nkp</a>
If yes, was the website created/renovated this year?	No	
17. Are the following items available on the NCP website?		
<b>Information about the Guidelines and the role of the NCP</b>		
The text of the Guidelines	Yes	

<sup>2</sup>

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

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)	N/A
<b>Information about specific instances</b>	
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	No
<b>Information on promotional activities</b>	
The NCP's promotional plan	No
Information on upcoming events promoting the Guidelines	No
Information on past events promoting the Guidelines	No
<b>Contact information</b>	
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
<p><i>Additional comments on NCP website:</i>  Information on upcoming events promoting the Guidelines:  The OECD HNCP organised no events in 2019.</p>	
<b>(b) Promotional activities<sup>3</sup></b>	
18. Does the NCP have a promotional plan for the coming year(s)?	No
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>	No
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?	No
22. Did the NCP hold a <u>stakeholder meeting</u> during the year?	No

<sup>3</sup> 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.

23. Did the NCP promote the Guidelines among the business community during the year?	No
24. Did the NCP carry out any training on the Guidelines aimed at businesses during the year?	No
25. Did the NCP promote the Guidelines among NGOs during the year?	No
26. Did the NCP promote the Guidelines among trade unions during the year?	No
27. Did the NCP promote the Guidelines among government agencies during the year?	No
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	No
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
<i>Additional comments on the section <b>Promotional activities</b>: The OECD Hungarian National Contact Point is organising a Responsible Business Conduct Conference and CEE NCP Regional Network Workshop on 27-28 January 2020 in Budapest.</i>	

<b>D. SPECIFIC INSTANCES</b>	
<b>(a) NCP rules of procedure for handling specific instances</b>	
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 <a href="https://oecd.kormany.hu/download/b/d6/00000/Elj%C3%A1r%C3%A1srend%20MNKP.pdf">https://oecd.kormany.hu/download/b/d6/00000/Elj%C3%A1r%C3%A1srend%20MNKP.pdf</a> <a href="https://oecd.kormany.hu/download/c/d6/00000/HNCP%20Specific%20instance%20procedure.pdf">https://oecd.kormany.hu/download/c/d6/00000/HNCP%20Specific%20instance%20procedure.pdf</a>
33. Were the NCP's rules of procedure modified this	No

## PROPOSED AMENDMENTS TO THE ANNUAL REPORTING QUESTIONNAIRE FOR NCPS



year?	
<p><i>Additional comments on the section <b>Rules of procedure</b>:</i></p> <p><a href="https://oecd.kormany.hu/download/b/d6/00000/Elj%C3%A1r%C3%A1srend%20MNKP.pdf">https://oecd.kormany.hu/download/b/d6/00000/Elj%C3%A1r%C3%A1srend%20MNKP.pdf</a></p> <p><a href="https://oecd.kormany.hu/download/c/d6/00000/HNCP%20Specific%20instance%20procedure.pdf">https://oecd.kormany.hu/download/c/d6/00000/HNCP%20Specific%20instance%20procedure.pdf</a></p>	
<b>(b) Specific instance practicalities</b>	
34. Does the NCP confirm receipt of a specific instance submission?	Yes
35. Does the NCP request feedback from the parties on the procedure following the conclusion of a specific instance?	Choose an item.
36. Has the NCP staff undergone training in dispute resolution or problem solving (e.g. mediation)?	Yes
37. Did the NCP engage professional mediators during the year?	No
38. Did the NCP staff or members conduct mediation this year?	No
<p><i>Additional comments on the section <b>Specific instance practicalities</b>:</i></p> <p>We were not able to answer question 35. as we have not closed the specific instance procedure on the case received on 30<sup>th</sup> May 2019 yet.</p>	
<b>(c) Reporting specific instances</b>	
39. Did the NCP receive new specific instance submissions during the year? <i>If yes, please also provide details in Annex 2</i>	Yes
40. Did the NCP close specific instances during the year? <i>If yes, please also provide details in Annex 2</i>	No
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>	No
42. Did the NCP follow up on a case during the year? <i>If yes, please also provide details in Annex 2</i>	N/A
43. Is the OECD <a href="#">case database</a> accurate and up to date with regard to cases handled by the NCP?	No

PROPOSED AMENDMENTS TO THE ANNUAL REPORTING QUESTIONNAIRE FOR NCPS

*Additional comments on the section **Reporting specific instances:***

43.: The OECD Hungarian National Contact Point informed the OECD Secretariat on a complaint received on 30th May 2019 from a trade union against a multinational company's subsidiary operating in Hungary.

<b>E. PEER LEARNING AND PEER REVIEWS</b>	
44. Did the NCP take part in the following activities with other NCPs during the year:	
Host a peer learning activity	No
Participate in peer learning activities hosted by other NCPs	Yes
Co-operate with other NCPs in handling specific instances	No
Provide mentoring/capacity building to another NCP	No
45. Is the NCP interested in hosting an NCP learning/experience-sharing event in 2020?	Yes
46. Which topic would the NCP consider to be a priority to cover in a peer learning event?	handling specific instances, due diligence, rules of procedure, promotion,
47. Is the NCP interested in participating in developing tools for use by NCPs?	No
48. Is the NCP interested in acting as a peer reviewer in the future?	No
If yes, please specify the semester and the year	Click here to enter text.
<p><i>Additional comments on the section <b>Peer-learning and peer reviews:</b></i></p> <p>44.: The OECD Hungarian National Contact Point is organising a Responsible Business Conduct Conference and CEE NCP Regional Network Workshop (peer learning) on 27-28 January 2020 in Budapest.</p> <p>44.: The OECD Hungarian National Contact Point informed the NCP of the multinational company's home country about the specific instance received on 30<sup>th</sup> May.</p> <p>47-48.: According to its recent human capacities the OECD HNCP cannot afford to participate in developing tools for use by NCPs or to act as a peer reviewer in the near future.</p>	

**F. POLICY COHERENCE<sup>4</sup>**

<sup>4</sup> 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 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 [...]."

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 here 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	N/A
If yes, did the NCP participate in the development of the National Action Plan?	No	
52. Did the NCP communicate public statements on specific instances to officials responsible for trade missions?	No	
53. Did the NCP communicate public statements on specific instances to officials responsible for foreign trade and investment incentives?	No	
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>		
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?	-	
59. Please flag any specific initiatives/good practice involving public procurement and RBC in your country.	Act CXLIII of 2015 on Public Procurement (hereinafter referred to as PPA, available in English at: <a href="http://www.kozbeszerzes.hu/torveny/act-cxlili-of-2015-on-public-procurement/">http://www.kozbeszerzes.hu/torveny/act-cxlili-of-2015-on-public-procurement/</a> ) states that as a primary rule, contracting authorities shall – where applicable, using social, environmental, or other aspects – choose the most economically advantageous tender, by using a cost-effectiveness approach, or best price-quality ratio as contract award criteria instead of the lowest price. (PPA, Art. 76-78.). Besides the requirement of the best price-quality	

PROPOSED AMENDMENTS TO THE ANNUAL REPORTING QUESTIONNAIRE FOR NCPS

	<p>ratio the PPA contains further rules connected to the application of green, social and quality aspects in public procurement procedures among which the following measures shall be highlighted:</p> <ul style="list-style-type: none"> <li>• The preparation of public procurement procedures: the contracting authority shall aim to high-quality execution during the preparation of the public procurement procedure with special attention to the subject of the procurement, the protection of the environment, sustainability and prevention of contractual amendments concerning the subject of the procurement [PPA, Art. 28. (1)].</li> <li>• Technical specifications &amp; labels: [PPA Art. 59 (1)] Where contracting authorities intend to purchase works, supplies or services with specific environmental, social or other characteristics or intend to take those characteristics into account during the evaluation, they may - in the technical specifications, the contract performance conditions or the award criteria - require a specific label, provided that all of the following conditions are fulfilled: <ul style="list-style-type: none"> <li>a) the label requirements only concern criteria which are linked to the subject of the contract and are appropriate to define characteristics of the subject of the contract;</li> <li>b) the label requirements are based on objectively verifiable and non-discriminatory criteria;</li> <li>c) the labels are established in an open and transparent procedure in which all relevant parties, including government bodies, consumers, social partners, manufacturers, distributors and non-governmental organisations may participate;</li> <li>d) the labels are accessible to all interested parties;</li> <li>e) the label requirements are set by a third party over which the economic operator applying for the label cannot exercise a decisive influence.</li> </ul> </li> <li>• Exclusion grounds: the contracting authority may prescribe, that such economic operators should not participate in the procurement procedure, which have breached environmental, labour or social requirements, and this is set by a final judicial or administrative decision [PPA, Art. 63. (1) a)].</li> <li>• Invalidity: the bid is deemed to be invalid, if it does not comply with environmental, labour or social requirements set by law [PPA, Art. 73. (4)].</li> <li>• Selection of economic operators-award criteria: The criteria representing the best price-quality ratio may, in particular, relate to quality, technical merit, aesthetic and functional characteristics, accessibility for all users, employment of disabled workers and other social, environmental and innovative characteristics. [PPA Art. 76. (3) a)].</li> </ul>
--	--

	<ul style="list-style-type: none"> <li>Contractual terms: As regard the performance of the contract, the contracting authority may determine special requirements especially environmental, social or innovative aspects [PPA. Art. 132. (1)]. According to Government Decree 321/2015 (X. 30.), the public procurement technical specifications shall be drawn up by considering the accessibility criteria of disabled people, in accordance with the UN Convention on the Rights of Persons with Disabilities [Art. 47.], and environmental and social approaches may also be required during the definition of technical specifications [Art. 48 (2)].</li> </ul>
60. Please indicate any other examples of policy coherence activities.	Click to enter text.
<p><i>Additional comments on <b>Policy Coherence</b>:</i></p> <p>The OECD HNCP participated on the Global Forum on Responsible Business Conduct.</p> <p>The OECD HNCP participated on the ILO training organised by the ILO, the OECD and the European Commission.</p>	

<b>G. CHALLENGES</b>	
61. Has the NCP faced any particular challenge(s) it would like to highlight this year?	Handling the specific instance received on 30th May 2019.
<p><i>Additional comments on <b>Challenges</b>:</i></p> <p>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 <i>(dd/mm/yyyy)</i>	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>
Promoting the Guidelines for delegated foreign trade attachés			Choose an item.	Choose an item.	Choose an item.		
Click here to enter text.	Click here to enter text.	Click here to enter text.	Choose an item.	Choose an item.	Choose an item.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Choose an item.	Choose an item.	Choose an item.	Click here to enter text.	Click here to enter text.
Click here to enter	Click here to enter text.	Click here to enter text.	Choose an item.	Choose an item.	Choose an item.	Click here to enter text.	Click here to enter text.

text.							
Click here to enter text.	Click here to enter text.	Click here to enter text.	Choose an item.	Choose an item.	Choose an item.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Choose an item.	Choose an item.	Choose an item.	Click here to enter text.	Click here to enter text.

<b>Total number=</b>	Click here to enter text.
----------------------	---------------------------

**Table 2**

<b>Presentations by the NCP to promote the Guidelines and/or the NCP in events organised by others</b>								
<b>Title</b>	<b>Date</b> <i>(dd/mm/yyyy)</i>	<b>Location</b>	<b>Type of event</b>	<b>Size of audience</b>	<b>Targeted audience</b> <i>e.g. Business representatives, NGOs, Trade unions, Academia, General public, Government representatives, etc</i>	<b>Organiser(s)</b>	<b>Type of intervention</b>	<b>Theme of the intervention</b>
<b>Promoting the Guidelines , the NCP Network, the OECD Hungarian National Contact Point for delegated foreign trade attachés</b>	10/07/2019	<b>Ministry of Foreign Affairs and Trade</b>	Meeting	10-50	delegated foreign trade attachés	<b>Ministry of Foreign Affairs and Trade</b>	Presentation	promoted responsible business conduct, the Guidelines, the NCP Network, the OECD Hungarian National Contact Point
Click here to enter	Click here to enter text.	Click here to enter text.	Choose an item.	Choose an item.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

text.								
Click here to enter text.	Click here to enter text.	Click here to enter text.	Choose an item.	Choose an item.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Choose an item.	Choose an item.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Choose an item.	Choose an item.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Choose an item.	Choose an item.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

<b>Total number=</b>	Click here to enter text.
----------------------	---------------------------

**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](mailto:Alison.holm@oecd.org) and [Kathryn.dovey@oecd.org](mailto:Kathryn.dovey@oecd.org)<sup>5</sup>.

**For all specific instances that are currently IN PROGRESS:**

<b>Names of parties</b>	<b>Date received</b> <i>(dd/mm/yyyy)</i>	<b>Is the initial assessment publicly available?</b>	<b>Link to OECD database if available</b>	<b>Did the NCP co-operate with other NCPs during the handling of this specific instance? If yes, please describe.</b>
The OECD Hungarian National Contact Point (OECD HNCP) received a complaint on 30th May 2019 from a trade union against a multinational company's subsidiary operating in Hungary.	30/05/2019	Yes	Click here to enter text.	The OECD Hungarian National Contact Point informed the NCP of the multinational company's home country.
Click here to enter text.	Click here to enter text.	Choose an item.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Choose an item.	Click here to enter text.	Click here to enter text.

**Total number=** 1

<sup>5</sup> 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”.

**For all specific instances that were CONCLUDED during the year:**

<b>Title</b>	<b>Date received</b> <i>(dd/mm/yyyy)</i>	<b>Date concluded</b> <i>(dd/mm/yyyy)</i>	<b>Link to OECD database if available</b>	<b>Outcomes achieved</b>	<b>Does the final statement plan for follow up?</b>	<b>Did the NCP co-operate with other NCPs during the handling of this specific instance? If yes, please describe.</b>
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Choose an item.	Choose an item.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Choose an item.	Choose an item.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Choose an item.	Choose an item.	Click here to enter text.

**Total number=** Click here to enter text.

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

<b>Title</b>	<b>Date received</b> <i>(dd/mm/yyyy)</i>	<b>Link to OECD database if available</b>	<b>Reasons for not accepting the specific instance</b>	<b>Did the NCP co-operate with other NCPs during the handling of this specific instance? If yes, please describe.</b>
Click here to enter text.	Click here to enter text.	Click here to enter text.	Choose an item.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Choose an item.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Choose an item.	Click here to enter text.

**Total number=** Click here to enter text.

**For all specific instances for which FOLLOW UP was performed during the year:**

<b>Title</b>	<b>Date concluded (dd/mm/yyyy)</b>	<b>Date of follow up (dd/mm/yyyy)</b>	<b>Was a public follow up statement issued?</b>	<b>Link to the follow up statement, if applicable</b>
Click here to enter text.	Click here to enter text.	Click here to enter text.	Choose an item.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Choose an item.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Choose an item.	Click here to enter text.

**Total number=** Click here to enter text.

END OF QUESTIONNAIRE