



Organisation for Economic Co-operation and Development

DAF/INV/NCP(2019)3

For Official Use

English - Or. English

4 February 2019

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

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

**NATIONAL CONTACT POINT 2018 REPORT TO THE OECD: AUSTRIA**

This document is available in PDF format only.

Kathryn DOVEY, Policy Analyst, Responsible Business Conduct Unit,  
[Kathryn.DOVEY@oecd.org](mailto:Kathryn.DOVEY@oecd.org)

JT03442562



## NATIONAL CONTACT POINT REPORTING QUESTIONNAIRE (2018)

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
- F. Policy coherence
- G. Impact and future work

Annex 1: NCP PROMOTIONAL ACTIVITIES

Annex 2: SPECIFIC INSTANCES

### TYPES OF QUESTIONS

#### 1. Yes/No questions

Most questions are Yes/No questions. For each of these questions, please select “Yes” or “No” from the dropdown menu. If a question is not relevant to your NCP, please select N/A (not applicable).

**Example:**

(b) Promotional activities	
23. 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) Under certain Yes/No questions, there are open-ended questions to request more detail. For each open-ended question, an answer box is provided. Please keep responses precise and short.

**Example:**

(a) Location of the NCP	
1. Is the NCP located in a Ministry?	Yes/No
If yes, in which Ministry is the NCP located?	<a href="#">Click here to enter text</a>
If yes, in which department of the Ministry?	<a href="#">Click here to enter text</a>

<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”.

- 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 **Location of the NCP:***  
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.

- **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.
- **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.
- **Independent NCP:** An independent NCP is one whose members do not belong to a government administration, although generally an independent NCP will be supported by a secretariat based in a government administration.
- **Oversight body:** Some NCPs have an oversight body, which has a monitoring role, for example on whether the NCP has followed its own rules of procedures. They 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.
- **Stakeholder meeting:** A stakeholder meeting is a meeting organised by the NCP to meet with stakeholders, including trade unions, NGOs and the business community that are not part of the structure of the NCP (i.e. they are not members of the NCP, nor present on advisory or oversight bodies).

## REPORTING PERIOD

The reporting period for this questionnaire is from 1 January to 31 December 2018.

## 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 **21 January 2019**.

## NATIONAL CONTACT POINT REPORTING QUESTIONNAIRE (2018)

A. CONTACT INFORMATION	
<i>Please provide the contact information of the person filling in the questionnaire.</i>	
Name:	Irene Janisch
Job title:	Head of Unit EU Coordination and NCP (Head of Unit OECD, Sustainability and NCP as of January 1 <sup>st</sup> , 2019)
Email:	irene.janisch@bmdw.gv.at
Telephone number:	+43 (0) 1 711 00 80 55 68

B. INSTITUTIONAL ARRANGEMENTS		
<b>(a) Location of the NCP</b>		
1. Is the NCP located in a Ministry?	Yes	
If yes, in which Ministry is the NCP located?	Federal Ministry for Digital and Economic Affairs	
If yes, in which department of the Ministry?	Directorate-General for External Trade Policy and European Integration, Department for EU-Coordination and NCP (Section for EU and International Market Strategies, Unit for OECD, Sustainability and NCP as of January 1 <sup>st</sup> , 2019)	
2. Is the NCP located in an investment promotion agency?	No	
3. Is the NCP an independent NCP?	No	
4. Has the NCP been established through a legal, regulatory or administrative instrument (e.g. a decree)?	Yes	
If yes, please provide the name and date of this instrument	Administrative Decree (Amendment of the Ministry's Organisational Structure, March 2012)	
<i>Additional comments on Location of the NCP:</i> Click here to enter text.		
<b>(b) Composition of the NCP</b>		
5. Who are the members of the NCP? <i>Please describe the functions of the members of the NCP (e.g. President, Secretariat, Independent expert, etc.). No names are required.</i>	Officials of the Federal Ministry for Digital and Economic Affairs	
6. Does the NCP have dedicated full-time staff? <i>"Dedicated full-time staff" means staff working full-time on NCP activities. If yes, please indicate the number.</i>	Yes	1
7. Does the NCP have dedicated part-time staff? <i>"Dedicated part-time staff" means staff dedicating part of their time to NCP activities. If yes, please indicate the number.</i>	No	Click here to enter text.
8. Have any full-time or part-time staff members joined the NCP during the year? <i>If yes, please indicate how many.</i>	Yes	1

<p>9. Have any full-time or part-time staff members left the NCP during the year? <i>If yes, please indicate how many.</i></p>	<p>Yes</p>	<p>1</p>
<p>10. Are other Ministries part of the institutional arrangements of the NCP? <i>(e.g. represented on advisory or oversight bodies, participate in specific instances, etc.)</i></p>	<p>Yes</p>	
<p>If yes, please list the Ministries (e.g. Social Affairs, Labour, Trade, Environment, Foreign Affairs, Justice, Finance, etc.)</p>	<p>-Federal Chancellery -Federal Ministry for Europe, Integration and Foreign Affairs -Federal Ministry of Labour, Social Affairs, Health and Consumer Protection -Federal Ministry of Finance -Federal Ministry for Digital and Economic Affairs</p>	
<p>11. Are social partners and other stakeholders (trade unions, business community, civil society and other non-governmental organisations) part of the institutional arrangements of the NCP? <i>(e.g. represented on advisory or oversight bodies, represented as members of the NCP, making NCP decisions on specific instances)</i></p>		
<p>NGOs</p>	<p>Yes</p>	
<p>Representatives of the business community</p>	<p>Yes</p>	
<p>Trade unions</p>	<p>Yes</p>	
<p>12. Does the NCP have an advisory body?</p>	<p>Yes</p>	
<p>If yes, please describe its functions</p>	<p>The Steering Committee ("Lenkungsausschuss") of the Austrian NCP meets at least twice a year for discussion with the NCP on related recent OECD developments, on-going specific instances and promotional activities.</p> <p>The responsibilities/functions of the Steering Committee include (also see Section 8 of the Steering Committee's Terms of Reference, <a href="https://www.en.bmdw.gv.at/ExternalTrade/Documents/Terms_of_Reference_Steering_Committee_29112017.pdf">https://www.en.bmdw.gv.at/ExternalTrade/Documents/Terms_of_Reference_Steering_Committee_29112017.pdf</a>):</p> <ul style="list-style-type: none"> <li>a. Consulting of the Austrian NCP in all matters regarding the implementation of the Guidelines, including the handling of notifications in specific instances;</li> <li>b. The support and consulting of the Austrian NCP during the implementation of the pro-active agenda;</li> <li>c. Participation in the preparation of the annual report of the Austrian NCP to the OECD Investment Committee;</li> <li>d. The promotion of a broad dialogue on the Guidelines with stakeholders;</li> <li>e. Proposals for the further development of the Austrian NCP;</li> <li>f. The suggestion that a matter be referred to the OECD Investment Committee in case of doubts regarding the interpretation of the Guidelines.</li> </ul> <p>For further functions of the Steering Committee see question 13 below.</p>	

<p>If yes, please list the names of organisations that are represented on the advisory body and the type of organisation, or provide a link to the list on the NCP website. <i>(e.g. government, NGO, trade union, business, business organisation, academic, consumer organisation, etc.)</i></p>	<p>One representative from each of the following organisations:          -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>
<p>If yes, please indicate how often the NCP meets with the advisory body</p>	<p>Twice a year</p>
<p>13. Does the NCP have an oversight body?</p>	<p>Yes</p>
<p>If yes, please describe its functions</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>If yes, please list the names of organisations that are represented on the oversight body and the type of organisation, or please provide a link to the list on the NCP website. <i>(e.g. government, NGO, trade union, business, business organisation, academic, consumer organisation, etc.)</i></p>	<p>For a member list of the Steering Committee see question 12 above.</p>
<p>If yes, please indicate how often the oversight body meets</p>	<p>Twice a year</p>
<p>14. Does the NCP have a body for both advice and oversight?</p>	<p>Yes</p>
<p>If yes, please describe its functions</p>	<p>For a detailed description of the functions of the Steering Committee see questions 12 and 13 above.</p>
<p>If yes, please list the names of organisations that are represented on the oversight body and the type of organisation, or provide a link to the list on the NCP website. <i>(e.g. government, NGO, trade union, business, business organisation, academic, consumer organisation, etc.)</i></p>	<p>For a member list of the Steering Committee see question 12 above.</p>
<p>If yes, please indicate how often this body meets</p>	<p>Twice a year</p>
<p><i>Additional comments on <b>Composition of the NCP:</b></i>  <a href="#">Click here to enter text.</a></p>	

<b>(c) Financial resources</b>	
15. Did the NCP have a dedicated budget this year?	Yes
16. Did the NCP have a dedicated budget to conduct its promotional activities during the year?	Yes
If no, were financial resources for promotional activities allocated on an ad hoc basis when requested by the NCP?	Choose an item.
17. Did the NCP have a dedicated budget to conduct its activities related to specific instances during the year?	No
If no, were financial resources for specific instances allocated on an ad hoc basis when requested by the NCP?	Choose an item.
18. During the year, was the NCP able to access funds for the following activities:	
Organising promotional events	Yes
Attending NCP meetings at the OECD	Yes
Attending events organised by other NCPs	Yes
Attending events organised by other stakeholders	Yes
Professional mediator fees or in-house mediator fees	Choose an item.
Fact-finding research into specific instances	Choose an item.
<p><i>Additional comments on <b>Financial resources:</b></i>  <b>Ad 17 and 18.) 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.</b></p>	
<b>(d) Reporting</b>	
19. Does the NCP report to the government on its activities?	Yes
If yes, how often?	More than three times a year
20. Does the NCP report to parliament on its activities?	Yes
If yes, how often?	Choose an item.
<p><i>Additional comments on <b>Reporting:</b></i>  <b>Ad 20.) 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.</b></p> <p><b>Members of Parliament have the right to make requests to the Austrian NCP via the competent Minister (right of interpellation).</b></p>	

<b>C. INFORMATION AND PROMOTION</b>			
<b>(a) NCP website<sup>2</sup></b>			
21. Was a new NCP website created this year? If yes, please provide the link.	<table border="1"> <tr> <td>No</td> <td>Click here to enter text.</td> </tr> </table>	No	Click here to enter text.
No	Click here to enter text.		

<sup>2</sup> This includes dedicated NCP webpages as part of the Ministry's website.



22. 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
A description of the Guidelines	Yes
Information on the NCP and its mandate	Yes
The 2015 NCP Annual Report submitted to the OECD	Yes
The NCP's own 2015 Annual Report	Yes
<b>Information about specific instances</b>	
Instructions on how to submit a specific instance	Yes
The NCP's rules of procedures	Yes
All final statements since 2011	Yes
<b>Information on promotional activities</b>	
Information on upcoming events promoting the Guidelines	Yes
Information on past events promoting the Guidelines	Yes
<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
<i>Additional comments on NCP website:</i> <b>Ad 21.) Link to website: <a href="http://www.oecd-leitsaetze.at">www.oecd-leitsaetze.at</a></b>  <b>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.</b>	
<b>(b) Promotional activities<sup>3</sup></b>	
23. 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
24. 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
25. Did the NCP make use of social media to communicate on NCP promotional activities during the year?	Yes
26. Did the NCP hold a stakeholder meeting during the year?	Yes
27. Did the NCP promote the Guidelines among the business community during the year?	Yes
28. Did the NCP carry out any training on the Guidelines aimed at businesses during the year?	Yes
29. Did the NCP promote the Guidelines among NGOs during the year?	Yes
30. Did the NCP promote the Guidelines among trade unions during the year?	Yes

<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.

31. Did the NCP promote the Guidelines among government agencies during the year?	Yes
32. Did the NCP promote the Guidelines among embassies abroad during the year?	Yes
33. Did the NCP promote the Guidelines to investment promotion agencies during the year?	Yes
34. Did the NCP refer to the following sector guidance reports in promotional activities during the year:	
OECD Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas	Yes
OECD Due Diligence Guidance for Meaningful Stakeholder Engagement in the Extractive Sector	No
OECD-FAO Guidance for Responsible Agricultural Supply Chains	Yes
<p><i>Additional comments on the section <b>Promotional activities</b>:</i>  <b>In addition to the organisation and participation in events mentioned in Annex 1, the Austrian NCP also engaged in the following activities:</b></p> <ul style="list-style-type: none"> <li>-publication of brochure “annual report 2017”</li> <li>-issuing newsletters</li> <li>-distributing brochures at Austrian embassies</li> </ul>	

D. SPECIFIC INSTANCES	
<b>(a) NCP rules of procedure for handling specific instances</b>	
35. Does the NCP have rules of procedure describing the handling of specific instances?	Yes
36. Are the rules of procedure available online? <i>If yes, please provide link. If no, please attach a copy of the rules of procedure to this questionnaire</i>	Yes <a href="https://www.en.bmdw.gv.at/ExternalTrade/Documents/Terms_of_Reference_Austrian_NCP_29112017.pdf">https://www.en.bmdw.gv.at/ExternalTrade/Documents/Terms_of_Reference_Austrian_NCP_29112017.pdf</a>
37. Were the NCP's rules of procedure modified this year?	No
<p><i>Additional comments on the section <b>Rules of procedure</b>:</i>  Click here to enter text.</p>	
<b>(b) Specific instance practicalities</b>	
38. Does the NCP confirm receipt of a specific instance submission?	Yes
39. Who has the final sign-off on accepting a specific instance? <i>Please provide the function of the relevant staff within the NCP. No names are required.</i>	Head of Austrian NCP

40. Who has the final sign-off on final statements? <i>Please provide the function of the relevant staff within the NCP. No names are required.</i>	Head of Austrian NCP
41. Does the NCP request feedback from the parties on the procedure following the conclusion of a specific instance?	Yes
42. Has the NCP staff undergone training in dispute resolution or problem-solving (e.g. mediation)?	Yes
43. Did the NCP engage professional mediators during the year?	No
44. Did the NCP staff or members conduct mediation this year?	No
<i>Additional comments on the section <b>Specific instance practicalities:</b></i> <b>Ad. 44.) The Austrian NCP hosted a follow-up meeting with both parties in the Xayaburi/ANDRITZ case on September 6, 2018 . The compiled follow-up statement of the Austrian NCP and both parties was published on October 17, 2018.</b>	
<b>(c) Reporting specific instances</b>	
45. Did the NCP receive new specific instance submissions during the year? <i>If yes, please also provide details in Annex 2</i>	No
46. 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>	N/A
<i>Additional comments on the section <b>Reporting specific instances:</b></i> Click here to enter text.	

<b>E. PEER LEARNING</b>	
47. Did the NCP take part in the following activities with other NCPs during the year:	
NCP-hosted peer learning activities	Yes
Co-operation with other NCPs in handling specific instances	No
Mentoring/capacity building of another NCP	Yes
48. Is the NCP interested in hosting an NCP learning/experience-sharing event in 2019?	Yes
49. Which topic would the NCP consider to be a priority to cover in a peer learning event?	Mediation
50. Is the NCP interested in participating in developing tools for use by NCPs?	Yes

*Additional comments on the section Peer-learning activities: Ad 47.) The Austrian NCP attended a seminar hosted by the Czech NCP on responsible business conduct on June 15, 2018 in Prague. The Austrian NCP attended a conference on due diligence hosted by the Swiss NCP on September 20, 2018 in Berne. The Austrian NCP also attended the working dinner, peer learning workshop and stakeholder conference by the Dutch NCP on October 9-10, 2018 in the Hague. The Austrian NCP also exchanged with various NCPs on RBC and specific instance issues.*

F. POLICY COHERENCE <sup>4</sup>		
51. Have the Guidelines been referred to in relevant national legislation adopted during the year? <i>(e.g. on responsible business conduct; non-financial reporting, export credits regulation)</i>	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 here to enter text.	
52. Did the NCP communicate public statements on specific instances to officials responsible for trade missions?	Yes	
53. Did the NCP communicate public statements on specific instances to officials responsible for foreign trade and investment incentives?	Yes	
54. 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, does the NAP make reference to the Guidelines?	No	
If yes, does the NAP make reference to the NCP?	No	
55. 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.	
56. 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 officials responsible for trade missions, the Austrian Export Credit Agency and the Austrian Development Bank about NCP activities and specific instances. Moreover, as explained in questions 12 to 14 above, the Steering Committee, being inter alia composed by members of different Austrian Ministries, is regularly informed about NCP activities.	

<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 [...]."

<p><i>Additional comments on Policy Coherence:</i></p> <p><b>Ad 54.) Chapter 2 of the 2018 Austrian National Strategy on Foreign Trade (p. 10) covers a value based foreign trade policy and refers several times to corporate social responsibility, the OECD Guidelines on MNE and the NCP network. One of the chapters target (“fostering corporate social responsibility”) underlines the important role of the OECD Guidelines and the NCP network. Therefor the communication and mediation work of the Austrian NCP should be strenghtened in order to actively support Austrian enterprises in the field of corporate social responsibility (“One-Stop-Shop for corporate social responsibility”). Furthermore, enterprises should be encouraged to carry out risk based due diligence processes in order to identify and prevent early potential adverse impacts in their own operations.</b></p> <p>For more information see the 2018 Austrian National Strategy on Foreign Trade (german version only):  <a href="https://www.bmdw.gv.at/WirtschaftsstandortInnovationInternationalisierung/Aussenwirtschaftsstrategie%202018/Documents/Au%C3%9Fenwirtschaftsstrategie_barrierefrei_V2.pdf">https://www.bmdw.gv.at/WirtschaftsstandortInnovationInternationalisierung/Aussenwirtschaftsstrategie%202018/Documents/Au%C3%9Fenwirtschaftsstrategie_barrierefrei_V2.pdf</a></p>	
<b>Public procurement</b>	
57. Does your national legislation or policy on public procurement refer to the Guidelines and/or OECD due diligence instruments?	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 here to enter text.
58. Does your national legislation or policy on public procurement make a link to the NCP process?	No
If yes, did the NCP communicate public statements on specific instances to public procurement officials during the year 2018?	Choose an item.
59. Please provide any other relevant information on how your government is including responsible business conduct considerations into the public procurement process.	Click here to enter text.

<b>G. IMPACT AND FUTURE WORK</b>	
60. Does the NCP have a promotional plan for the coming year (2019)?	Yes
61. Has the NCP faced any particular challenge(s) it would like to highlight this year?	<p>The 2017/2018 peer review process was a very positive learning experience for the Austrian NCP. It also helped to establish positive relationships with stakeholders. It will now be a challenge to use the positive momentum for further improving the work of the Austrian NCP.</p> <p>According to OECD best practice, the Austrian NCP successfully completed the follow-up process in the Xayaburi case.</p>

*Additional comments on the section **Impact and future work**:*  
**The Austrian NCP plans to host a peer learning event on mediation in cooperation with the Consensus Building Institute on April 8-10, 2019.**

## 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>
Roundtable Responsible Investment. The implementation of the OECD Due Diligence recommendations for institutional investors	16/05/2018	BAWAG-Group	Conference	10-50	Co-organised	Risk, compliance and asset managers from banks, insurance companies, pension funds	Due Diligence Guidance for institutional investors
Digitalisation and Global Responsibility.	11/06/2018	Federation of Austrian Industries	Conference	10-50	Organised	Business, NGOs, Trade Unions, Academia, Government	role of digital technologies for coping with supply chain risks
Dialogue with Employee Representatives: Help shaping Global Responsibility	11/10/2018	Federal Ministry for Digital and Economic Affairs	Conference	10-50	Organised	Employee representatives on the supervisory board of stock-listed Austrian companies	Implementation of global responsibility in companies

Total number= 3

**Table 2**

Presentations by the NCP to promote the Guidelines and/or the NCP in events organised by others								
Title	Date (dd/mm/yyyy)	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
Austrian-Albanian Joint Commission for Economic Cooperation	11/04/2018	Federal Ministry for Digital and Economic Affairs	Meeting	10-50	Government and Business	Federal Ministry for Digital and Economic Affairs	Presentation	Presentation of the NCP mechanism and the OECD Guidelines
Visit of a Chinese Delegation of the NDRC	28/05/2018	Federal Ministry for Digital and Economic Affairs	Meeting	10-50	Government and Business	Federal Ministry for Digital and Economic Affairs	Presentation	Presentation of the NCP mechanism and the OECD Guidelines
Austrian Society of Women in International Law	12/11/2018	Schottenstift	Meeting	10-50	Government (Ministry of Foreign Affairs and Ministry of Defence, Academia)	Austrian Society of Women in International Law	Presentation	Presentation of the NCP mechanism and the OECD Guidelines

Total number= 3



## Annex 2: SPECIFIC INSTANCES

Please provide details of the following in the table below:

1. Specific instances **in progress** during the year:
  - Before the initial assessment: specific received and initial assessment in development
  - After the initial assessment: specific instances received and found to merit further examination after the initial assessment, and under consideration by the NCP. Good offices were offered to the parties.
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). Please include any follow-up planned or executed regarding concluded specific instances. When NCPs engage in follow-up they review how the parties have implemented the agreement and recommendations.
3. Specific instances **not accepted** during the year (specific instances that the NCP found not to merit further examination).

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 [barbara.bijelic@oecd.org](mailto:barbara.bijelic@oecd.org) and [kathryn.dovey@oecd.org](mailto:kathryn.dovey@oecd.org)<sup>5</sup>.

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

**Before the initial assessment**

Names of parties	Date received <i>(dd/mm/yyyy)</i>	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.
N/A	N/A	N/A	N/A

**After the initial assessment**

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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<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”.

N/A	N/A	Choose an item.	N/A	N/A
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<b>Total number=</b>	0
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**For all specific instances that were CONCLUDED during the year:**

Title	Date received (dd/mm/yyyy)	Date concluded (dd/mm/yyyy)	Link to OECD database if available	Outcomes achieved	Follow-up by the NCP	Did the NCP co-operate with other NCPs during the handling of this specific instance? If yes, please describe.
Finance & Trade Watch Austria, EarthRights International vs. ANDRITZ HYDRO GmbH	09/04/2014	27/06/2017 Follow-up concluded: 17/10/2018	<a href="http://mneguidelines.oecd.org/database/instances/at0005.htm">http://mneguidelines.oecd.org/database/instances/at0005.htm</a>	Agreement reached between the parties outside the NCP process	Follow-up conducted: Agreement was implemented in full	No

<b>Total number=</b>	1 (Follow-up concluded)
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**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.
N/A	N/A	N/A	Choose an item.	N/A

<b>Total number=</b>	0
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**END OF QUESTIONNAIRE**