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Organisation for Economic Co-operation and Development

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DIRECTORATE FOR FINANCIAL AND ENTERPRISE AFFAIRS
INVESTMENT COMMITTEE

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

NATIONAL CONTACT POINT 2020 REPORT TO THE OECD: AUSTRIA

This document is available in PDF format only.

Nicolas Hachez, Manager, National Contact Point Coordination, OECD Centre for Responsible Business Conduct (nicolas.hachez@oecd.org)

JT03476463

I. NATIONAL CONTACT POINT ANNUAL REPORTING QUESTIONNAIRE (2020)

A. CONTACT INFORMATION	
Please provide the contact information of the person filling in the questionnaire.	

Name:	Mario Micelli
Job title:	Head of NCP
Email:	Mario.micelli@bmdw.gv.at
Telephone number:	+43 (0) 1 711 00 80 52 40

B. INSTITUTIONAL ARRANGEMENTS	
(a) Structure, location and composition of the NCP	
1. What is the structure of the NCP?	Single-agency
2. Who are the members of the NCP? *Please describe the functions of the members of the NCP and the ministry/agency or stakeholder organisation they represent. No names are required.*	The Austrian NCP is located in the ministry digital and economic affairs as a distinct unit. The head of unit carries out promotional activities and specific instances. In organisational and logistical matters (e.g. events, website) it is supported by the department for OECD, sustainability and the department for event management; in communication matters, it is supported by the public relations office of the ministry.
3. If the NCP is not a single-agency NCP, does it have a secretariat?	Choose an item.
If yes, in which ministry or agency?	Click here to enter text.
If yes, in which department of the ministry or agency?	Click here to enter text.
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 date of this instrument, and a link if available	Administrative Decree (Amendment of the Ministry's Organisational Structure, January 2019)
*Additional comments on **Structure, location and composition of the NCP*** Click here to enter text.	
(b) Advisory body	
5. Does the NCP have one or several advisory bodies?	Yes
If the NCP has several advisory bodies, please specify.	The Austrian NCP has one advisory body, the Steering Committee ("Lenkungsausschuss").
If yes, please describe the advisory body(ies)' functions (e.g. advising on promotion, on specific instance handling in general, on individual cases, providing oversight, etc.)	The responsibilities/functions of the Steering Committee include (also see Section 8 of the Steering Committee's Terms of Reference, https://www.bmdw.gv.at/en/Topics/International/OECD-Guidelines-for-Multinational-Enterprises-and-the-Austrian-NCP/Activities-of-the-Austrian-National-Contact-Point-(NCP).html: a. Consulting of the Austrian NCP in all matters

	regarding the implementation of the Guidelines, including the handling of notifications in specific instances; b. The support and consulting of the Austrian NCP during the implementation of the pro-active agenda; c. Participation in the preparation of the annual report of the Austrian NCP to the OECD Investment Committee; d. The promotion of a broad dialogue on the Guidelines with stakeholders; e. Proposals for the further development of the Austrian NCP; f. The suggestion that a matter be referred to the OECD Investment Committee in case of doubts regarding the interpretation of the Guidelines.
If yes, please list the names of organisations that are represented on the advisory body(ies) and the type of organisation. *(e.g. government, business, business organisation, NGO, trade union, academia, consumer organisation, etc.)*	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 (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)
If yes, please indicate how often the advisory body(ies) meets	Twice a year
6. If an advisory body provides oversight, please describe the oversight procedure	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.
*Additional comments on **Advisory body**:* **Ad 5.) The Austrian NCP can further consult the Steering Committee on any responsibility of the NCP, including specific instances.**	

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(c) Human and financial resources			
7. Does the NCP have dedicated full-time staff? *If yes, please indicate the number.*	No		Click here to enter text.
8. Does the NCP have dedicated part-time staff? *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.*	Yes	2	*0,5/0,25*
9. Have any full-time or part-time staff members joined the secretariat during the year? *If yes, please indicate how many.*	No	0	
10. Have any full-time or part-time staff members left the NCP during the year? *If yes, please indicate how many.*	No	0	
11. Did the NCP have a dedicated budget 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	No		
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	N/A: The NCP did not need to hire a mediator this year		
Conduct fact-finding research into specific instances	No		
If you answered no to any of the above, please specify	There was one specific instance that was submitted simultaneously to 36 NCPs and later on temporarily withdrawn by the submitters. The coordination between 36 NCPs did not permit a handling in a timely manner.		
*Additional comments on **Human and financial resources**:* **Ad 8.) The Austrian NCP is supported by a part-time secretariat of the department for OECD, Sustainability of the Ministry for Digital and Economic Affairs. The Austrian NCP is able to rely on resources of other departments/units of the ministry in which is located if this becomes necessary (e.g. organising events, designing promotional material, communication and public relation). Ad 11.) 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.**			
(d) Reporting			
13. Does the NCP report to the executive on its activities?	Yes		

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If yes, how often?	On an ongoing basis
14. Does the NCP report to the legislative body on its activities?	Yes
If yes, how often?	Once a year
15. Please indicate any other relevant transparency requirement (e.g. access to information or disclosure laws) applicable to the NCP in your country	Click here to enter text.
Additional comments on **Reporting**: **Ad 14.) 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. Members of Parliament have the right to make requests to the Austrian NCP via the competent Minister (right of interpellation).**	

C. INFORMATION AND PROMOTION		
(a) NCP website[1]		
16. Does the NCP have a website? If yes, please provide the link in the second box.	Yes	www.oecd-leitsaetze.at
If yes, was the website created/renovated this year?	Yes	
17. Are the following items available on the NCP website?		
Information about the Guidelines and the role of the NCP		
The text of the Guidelines	Yes	
A description of the Guidelines	Yes	
The OECD Due Diligence Guidance Documents	Yes	
Explanatory text about due diligence	Yes	
Information on the NCP and its mandate	Yes	
The NCP Annual Report submitted to the OECD	Yes	
The NCP's Report to the executive and/or legislative (if applicable)	Yes	
The NCP's peer review report (if applicable)	Yes	
Information about specific instances		
Information on how to submit a specific instance	Yes	
An online form to submit a specific instance	Yes	
The NCP's rules of procedure	Yes	
All final statements since 2011	Yes	
Information on promotional activities		
The NCP's promotional plan	Yes	
Information on upcoming events promoting the Guidelines	Yes	
Information on past events promoting the Guidelines	Yes	
Contact information		
Information on how to make an enquiry to the NCP	Yes	

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

A phone number to reach the NCP directly	Yes
An email address to reach the NCP directly	Yes

*Additional comments on **NCP website**:*

Ad 17.) 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.

Ad online form: The Austrian NCP has PDF-forms which can be complied electronically.

Ad promotional plan: An Information on the planed promotional activities in 2020 regarding a digitisation and RBC project with indicative dates was published in February 2020.

(b) Promotional activities[2]	
18. Does the NCP have a promotional plan for the coming year(s)?	Yes
19. Did the NCP organise or co-organise events to promote the Guidelines and/or the NCP during the year? *If yes, please provide details in table 1 in Annex 1.*	Yes
20. Did the NCP make a presentation to promote the Guidelines and/or the NCP in events organised by others? *If yes, please provide details in table 2 in Annex 1.*	Yes
21. Did the NCP make use of social media to communicate on NCP promotional activities during the year?	Yes
22. Did the NCP hold a stakeholder meeting during the year?	Yes
23. Did the NCP promote the Guidelines among the business community during the year?	Yes
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?	Yes
26. Did the NCP promote the Guidelines among trade unions during the year?	Yes
27. Did the NCP promote the Guidelines among government agencies during the year?	Yes
28. Did the NCP promote the Guidelines among embassies abroad during the year?	No

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[2] 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.

29. Did the NCP promote the Guidelines to investment promotion agencies during the year?	Yes
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*
Additional comments on the section **Promotional activities**: **The Austrian NCP 2020 focused in a dedicated project on RBC and digitisation. The OECD Due Diligence Guidances were part of the discussions, but the events did not primarily focus on them. The Austrian NCP will put a focus Due Diligence in 2021. Due to the COVID-19 crisis, it wasn't possible to engage in promotional activities to the full extend.**	

D. SPECIFIC INSTANCES		
(a) NCP rules of procedure for handling specific instances		
31. Does the NCP have rules of procedure describing the handling of specific instances?	*Yes*	
32. Are the rules of procedure available online? *If yes, please provide a link in the second box. If no, please attach a copy of the rules of procedure to this questionnaire*	Yes	https://www.bmdw.gv.at/en/Topics/International/OECD-Guidelines-for-Multinational-Enterprises-and-the-Austrian-NCP/Objectives-and-content-of-the-OECD-Guidelines-for-Multinational-Enterprises.html
33. Were the NCP's rules of procedure modified this year?	*Yes*	
Additional comments on the section **Rules of procedure**: **Ad 33.) The rules of procedure for handling specific instances of the Austrian NCP - together with the Guidance Document - were reviewed by the Austrian NCP and the Steering Committee. The revision was concluded in early 2020.**		

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(b) Specific instance practicalities	
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?	*Yes*
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*
*Additional comments on the section **Specific instance practicalities**:* Click here to enter text.	
(c) Reporting specific instances	
39. Did the NCP receive new specific instance submissions during the year? *If yes, please also provide details in Annex 2*	*Yes*
40. Did the NCP close specific instances during the year? *If yes, please also provide details in Annex 2*	*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 year? *If yes, please also provide details in Annex 2*	No
42. Did the NCP follow up on a case during the year? *If yes, please also provide details in Annex 2*	No
43. Is the OECD case database accurate and up to date with regard to cases handled by the NCP? If not, please provide details (missing cases, out of date entries, broken links, etc.) in	Yes

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the additional comments section below.	
*Additional comments on the section **Reporting specific instances***: The Austrian NCP received a specific instance simultaneously with 36 other NCPs. The case has been temporarily withdrawn from some NCPs, including the Austrian NCP. Since the case has not passed the IA-phase, the case is not listed in the Annex.	

E. PEER LEARNING AND PEER REVIEWS	
44. Did the NCP take part in the following activities with other NCPs during the year:	
Host a peer learning activity	*Yes*
Participate in peer learning activities hosted by other NCPs	*Yes*
Co-operate with other NCPs in handling specific instances	*Yes*
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?	*Check-Lists for initial assessments.*
47. Is the NCP interested in participating in developing tools for use by NCPs?	*Yes*
48. Is the NCP interested in acting as a peer reviewer in the future?	*Yes*
If yes, please specify the semester and the year	*Beginning from 2021*
*Additional comments on the section **Peer-learning and peer reviews***: **Ad 45.) There might be a typo. It should mean events in 2021. We are interested in hosting such an event, depending on the financial resources available.** **Ad 44.) The Austrian NCP organised and participated in the meetings of the Swiss and German NCPs. Topics were also current cases, lessons learned and RBC promotion.**	

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F. POLICY COHERENCE[3]		
49. Have the Guidelines been referred to in relevant national legislation/regulations/policies adopted during the year? *(e.g. on responsible business conduct; non-financial reporting, export credits regulation, public procurement)*	*No*	
If yes, please provide a short summary and a link to the legislation. *If a link is not available, please attach a copy of the legislation to this questionnaire.*	Click here to enter text.	
50. Did your country adopt a National Action Plan (NAP) this year? *If yes, please indicate which type of NAP.*	*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? *If yes, please indicate which NAP.*	*No*	Choose an item.
If yes, did the NCP participate in the development of the National Action Plan?	Choose an item.	
52. Did the NCP inform officials responsible for trade missions of its relevant statements and reports?	N/A: the NCP did not publish any statement this year	
53. Did the NCP inform officials responsible for foreign trade and investment incentives of its relevant statements and reports?	N/A: the NCP did not publish any statement this year	
54. Did the NCP inform officials responsible for public procurement of its relevant statements and reports?	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. *If a link is not available, please attach a copy of the legislation to this questionnaire.*	Click to enter text.	
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 activities does the NCP develop to support public procurement practitioners on RBC and OECD due diligence?	Public procurement practitioners will be invited to the due diligence events in 2021.	
59. Please identify any specific initiatives/good practices involving public procurement and RBC in your country.	Click to enter text.	

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[3] 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 specifics agency's policies and programmes […]."

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60. Please include 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, the Steering Committee, being inter alia composed by members of different Austrian Ministries, is regularly informed about NCP activities.
*Additional comments on **Policy Coherence***: **Ad 52 and 53.) The NCP is regularly exchanging with the foreign trade officials on RBC issues, e.g. specific instances.**	

G. CHALLENGES	
61. Has the NCP faced any particular challenge(s) it would like to highlight this year?	COVID-19
*Additional comments on **Challenges***: **The digitisation and RBC project had to be held through online meetings. Physical meetings, events and other promotional activities were postponed to 2021.**	

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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** *e.g. Business representatives, NGOs, Trade unions, Academia, General public, Government representatives, etc.*	**Theme** *e.g. the OECD Guidelines, the NCP activities on sector due diligence guidance documents, etc.*
Kick-off Digitisation and RBC	27/02/2020	Federal Ministry for Digital and Economic Affairs	**Meeting**	**10-50**	**Organised**	Government representatives, trade unions, civil society, business representatives	Digital transformation and RBC
Stakeholder Round Table: Business	30/09/2020	Online	**Webinar**	**<10**	**Organised**	Business representatives	Digital transformation and RBC
Stakeholder Round Table: Civil Society	01/10/2020	Online	**Webinar**	**<10**	**Organised**	NGOs, civil society representatives, academia	Digital transformation and RBC
Stakeholder Round Table:	01/10/2020	Online	**Webinar**	**<10**	**Organised**	Workers representatives, trade unions, academia	Digital transformation and RBC

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workers representatives, trade unions							
Multi-Stakeholder Forum	22/10/2020	Online	**Conference call**	**10-50**	**Organised**	Government representatives, trade unions, civil society, business representatives	Digital transformation and RBC
Exchange with Austrian export credit agency	22/10/2020	Online	**Meeting**	**<10**	**Organised**	Bilateral Meeting	New developments on RBC

Total number=	5

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** *e.g. Business representatives, NGOs, Trade unions, Academia, General public, Government representatives, etc*	**Organiser(s)**	**Type of intervention**	**Theme of the intervention**
Hungarian NCP Meeting and RBC Conference	02/09/2020	Hungarian NCP	**Conference**	**10-50**	Trade unions, civil society, government representatives	European Economic and Social Committee, Austrian Trade Union Federation, Austrian chamber of labour	Participant	Role of NCP and OECD-Guidelines in a possible legislative proposal on EU level on mandatory due diligence

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Binding Treaty Business and Human Rights: European perspective and next steps	02/09/2020	Austrian Trade Union Federation	**Conference**	**10-50**	Trade unions, civil society, government representatives	European Economic and Social Committee, Austrian Trade Union Federation, Austrian chamber of labour	Panellist	Role of NCP and OECD-Guidelines in a possible legislative proposal on EU level on mandatory due diligence
Accelerating action for Sustainable and Circular Value Chains in Garment & Footwear	26/11/2020	Online	**Conference**	**50-100**	Business representatives, NGOs, Trade unions, Academia, General public, Government representatives, International Organisations	UNECE	Panellist	Digital Tools for RBC
Polish NCP conference	03/12/2020	Online	**Conference call**	**50-100**	Business representatives, NGOs, Trade unions, Academia, General public, Government representatives, International Organisations	Polish NCP	Panellist	Experience of Peer Review, Peer learning

Total number=	3

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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 OECD 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 OECD Secretariat, please complete and send this form to ncp-specific-instances@oecd.orgmailto:[4].

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[4] 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 are currently IN PROGRESS:

Names of parties	Date received (dd/mm/yyyy)	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.
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.	Click here to enter text.

Total number= Click here to enter text.

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	Does the final statement plan for follow up?	Did the NCP co-operate with other NCPs during the handling of this specific instance? If yes, please describe.
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.

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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.**
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:				
Title	**Date concluded** *(dd/mm/yyyy)*	**Date of follow up** *(dd/mm/yyyy)*	**Was a public follow up statement issued?**	**Link to the follow up statement, if applicable**
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.

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END OF QUESTIONNAIRE