

## 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?	Click here to enter text
If yes, in which department of the Ministry?	Click here to enter text

<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:	Åse Kristin Sand
Job title:	Senior adviser
Email:	<a href="mailto:Ase.Kristin.Sand@mfa.no">Ase.Kristin.Sand@mfa.no</a>
Telephone number:	+47 23 95 04 63

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?	Ministry of Foreign Affairs
If yes, in which department of the Ministry?	Department of economy and development
2. Is the NCP located in an investment promotion agency?	No
3. Is the NCP an independent NCP?	Yes
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	Terms of reference from the Ministry of foreign affairs.
<p><i>Additional comments on <b>Location of the NCP</b>:</i> Click here to enter text.</p>	
<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>	The NCP consists of four members. The chair is nominated jointly by the Ministry of foreign affairs and Ministry of trade and fisheries. The three other members are nominated by the social partners and civil society organisations respectively.
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
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
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
9. Have any full-time or part-time staff members left the NCP during the year? <i>If yes, please indicate how many.</i>	Yes

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>	No
If yes, please list the Ministries (e.g. Social Affairs, Labour, Trade, Environment, Foreign Affairs, Justice, Finance, etc.)	Click here to enter text.
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>	
NGOs	No
Representatives of the business community	No
Trade unions	No
12. Does the NCP have an advisory body?	No
If yes, please describe its functions	Click here to enter text.
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>	Click here to enter text.
If yes, please indicate how often the NCP meets with the advisory body	Choose an item.
13. Does the NCP have an oversight body?	No
If yes, please describe its functions	Click here to enter text.
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>	Click here to enter text.
If yes, please indicate how often the oversight body meets	Choose an item.
14. Does the NCP have a body for both advice and oversight?	No
If yes, please describe its functions	Click here to enter text.
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>	Click here to enter text.
If yes, please indicate how often this body meets	Choose an item.
<b>Additional comments on <i>Composition of the NCP</i>:</b> The NCP has regular coordination meetings with the MFA. The MFA is in regular contact with other ministries with regard to the activities of the NCP. The MFA also promotes the guidelines as part of its work on responsible business conduct.	
<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?	Yes
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	Yes
Fact-finding research into specific instances	Yes
<i>Additional comments on <b>Financial resources</b>: MFA provides office space and office equipment.</i>	
<b>(d) Reporting</b>	
19. Does the NCP report to the government on its activities?	Yes
If yes, how often?	Choose an item.
20. Does the NCP report to parliament on its activities?	No
If yes, how often?	Choose an item.
<i>Additional comments on <b>Reporting</b>: According to NCP's mandate the Norwegian NCP is obliged to send a yearly report on their programme management, activities and results to the public through their website; to the OECD's investment committee, to the Ministry of Foreign Affairs, Ministry of Finance and the Ministry of Labour and Social Affairs.  The Ministry of Foreign affairs reports on the activities of the NCP to Parliament in it's White Paper.</i>	

<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.	No <span style="float: right;">Click here to enter text.</span>
22. Are the following items available on the NCP website:	
<b>Information about the Guidelines and the role of the NCP</b>	

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

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> The NCP website is updated regularly at least four times a month with news and information about relevant activities and specific instances. We distribute an e-newsletter to 420 subscribers 3-4 times a month. We are also active on social media, such as Facebook, Twitter and LinkedIn.	
<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
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

<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.

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	Yes
OECD-FAO Guidance for Responsible Agricultural Supply Chains	Yes
<i>Additional comments on the section <b>Promotional activities</b>:</i> The NCP has undertaken promotional activities regarding the OECD guidance on garment and footwear, which has been translated to Norwegian. NCP has also developed a short Norwegian version of the guidance. Both were launched in 2018. The NCP has promoted the OECD due diligence guidance for RBC, and started work with translation and with a short version in Norwegian.	

<b>D. SPECIFIC INSTANCES</b>	
<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://bit.ly/2s2YW2O">https://bit.ly/2s2YW2O</a>
37. Were the NCP's rules of procedure modified this year?	No
<i>Additional comments on the section <b>Rules of procedure</b>:</i> <b>The NCP was in 2018 given new Terms of Reference, which states that the NCP can receive complaints for breaches of the ILO MNE Declaration.</b>	
<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>	The NCP chair
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>	The NCP chair
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?	Yes
<p><i>Additional comments on the section <b>Specific instance practicalities</b>:</i> Click here to enter text.</p>	
<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>	Yes
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>	Yes
<p><i>Additional comments on the section <b>Reporting specific instances</b>:</i> Click here to enter text.</p>	

<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	Yes
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?	How to ensure that NCPs cover core criteria of visibility, accessibility, transparency and accountability. How to conduct promotional activities, communication and information work.
50. Is the NCP interested in participating in developing tools for use by NCPs?	Yes
<p><i>Additional comments on the section <b>Peer-learning activities</b>:</i> The Norwegian NCP co-organised and participated in a Nordic-Baltic meeting in Lithuania, in co-operation with the Danish and Lithuanian NCP in September and will organize a follow-up in May 2019.</p>	



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?	Choose an item.	
If yes, does the NAP make reference to the NCP?	Choose an item.	
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:	Click here to enter text.	
<p><b>Additional comments on <i>Policy Coherence</i>:</b></p> <p>The UN Guiding Principles emphasises that states have an obligation under international law to protect against human rights abuses by third parties, including business enterprises. The Government attaches importance to the state's role as a legislator, advisor and facilitator. The Norwegian Action Plan for implementing the UNGP is intended to ensure coherent practice throughout the public administration. To strengthen this coordination, the Government has established an interministerial working group headed by the Ministry of Foreign Affairs to ensure that Norway's Responsible Business Conduct related positions are coherent and that the relevant ministries are notified of international decisions.</p> <p>An Evaluation on UNGP, Human Rights and Norwegian Development Cooperation Involving Business identifies room for improvement in this area and the Ministry is in the process of identifying areas of follow-up. It is important to ensure that there is a common understanding of UNGP and that the practical implementation and efforts undertaken by the Ministry at all levels pull in the same direction and are mutually reinforcing. Norway does play an active part in several</p>		

<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>international efforts of RBC, like in the bureau of the OECD's Working Party of Responsible Business Conduct, in the Global Compact Governing Group and in the OHCHR's working group on Business and Human Rights. Such efforts contributes to further developing the normative, as well as the practical implementation of RBC, as well as the work of NCP.</p> <p>The NCP coordinate actively with other bodies promoting private sector development and RBC, such as Innovation Norway, Export Credit Agency and Norad.</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.	A new law on public procurement came into effect 1 January 2017. It imposes public procurers to reduce environmental risks, respect human rights and labour rights: <a href="https://www.anskaffelser.no/public-procurement">https://www.anskaffelser.no/public-procurement</a> .

<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?	Yes
<p><i>Additional comments on the section <b>Impact and future work</b>:</i> The NCP was given a new mandate in 2018, which has set the frame for promotional plans and clarified future work, which hopefully will strengthen the impact. The NCP's work in promoting OECDs guidelines have been strengthened recently through broad support from the Ministry of Foreign Affairs and the Ministry of Trade to a Norwegian short version of the OECD Due Diligence Guidance. The ministers of the respective ministries have both signed a preface to the document and are quoted in a press release from the ministries encouraging Norwegian enterprises to use the guidance and conduct due diligence.</p>	

In regard to challenges: There is a need for policy coherence, coherent information and guidance among public bodies and agencies that promote private sector development.

Permanent staff in the NCP secretariat was reduced from three to two.

## 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>
Course in RBC and due diligence	05/02/2018	Oslo	Conference	10-50	Organised	Business representatives	OECD guidelines, due diligence, RBC
Dialogue meeting and launch of annual report	09/09/2018	Oslo	Conference	10-50	Organised	Business representatives, NGOs, trade unions, academia, government representatives, general public	OECDs guidelines, NCP activities, complaint handling, input from stakeholders, RBC.
Course in ESG and due diligence	23/05/2018	Ålesund	Conference	10-50	Co-organised	Shipyards and ship owning companies	OECD guidelines, due diligence
Workshop: the complaint mechanism	28-29/05/2018	Utrecht	Conference	10-50	Co-organised	NGOs, trade unions	OECDs guidelines, complaint mechanism: how it functions and how civil society can make use of it
Nordic-Baltic OECD NCP meeting	5-6/09/2018	Vilnius	Conference	Choose an item.	Co-organised	Baltic NCPs, business representatives in the Baltic states.	NCP set up, NCP rules of procedure, promotional activities, web site, OECD

							guidelines, due diligence financial sector
Course in RBC and due diligence	20/22/2018	Oslo	Conference	10-50	Organised	Business representatives	OECD guidelines, due diligence, self-assessment tool, RBC compass

<b>Total number=</b>	6
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**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 (dd/mm/yyyy)</b>	<b>Location</b>	<b>Type of event</b>	<b>Size of audience</b>	<b>Targeted audience e.g. Business representatives, NGOs, Trade unions, Academia, General public, Government representatives, etc</b>	<b>Organiser(s)</b>	<b>Type of intervention</b>	<b>Theme of the intervention</b>
Days of stock exchange and securities law	30/01/2018	Oslo	Conference	10-50	Business repr.	Oslo Stock Exchange, Lawyer's Education Center	Presentation	Stock listed companies' responsibility to respect human rights.
SMART project	08/02/2018	Oslo	Conference	10-50	Academia	University of Oslo	Presentation	The OECD Guidelines – how to apply the due diligence approach outside the area of human rights.
Uranienborg Rotary	15/02/2018	Oslo	Meeting	10-50	Members of Uranienborg Rotary	Uranienborg Rotary	Presentation	Expectations and requirements for RBC, OECD guidelines
Introduction course	16/02/2018	Oslo	Conference	10-50	Members of Ethical Trading Initiative Norway	Ethical Trading Initiative Norway	Presentation	OECD guidelines and RBC
Meeting with International Work Group for Indigenous Affairs (IWGIA)	02/03/2018	Oslo	Meeting	<10	Government repr.	Ministry of foreign affairs	Presentation	OECD guidelines, indigenous peoples' rights, specific instances, guidance stakeholder dialogue

Meeting at Export Credit Norway	06/04/2018	Oslo	<b>Meeting</b>	<b>10-50</b>	Employees at Export Credit Norway	Export Credit Norway	Presentation	OECD guidelines, about the NCP Norway
Conference Nairobi: Business advancement	12/04/2018	Nairobi	<b>Conference</b>	<b>50</b>	Norwegian embassies East Africa, Innovation Norway, Norfund	Ministry of foreign affairs/embassies in East Africa	Presentation	OECD guidelines, due diligence for RBC, info about out courses for business
Preparatory course for diplomats: business advancement and RBC	17/04/2018	Oslo	<b>Conference</b>	<b>50</b>	Employees at MFA soon to start mission at embassies	Ministry of foreign affairs	Presentation	RBC, OECD guidelines, about the NCP, the complaint mechanism
The role of a diplomat: Main features of formal, practical and political aspects – business development and RBC	12/06/2018	Oslo	<b>Conference</b>	<b>10-50</b>	Employees at MFA	Ministry of foreign affairs	Presentation	OECD guidelines, RBC, UNGP, the responsibility of the state and diplomacy, the NCP
Annual meeting for NCPs	18-19/06/2018	Paris	<b>Conference</b>	<b>100</b>	NCPs	OECD NCP Network Meeting	Presentation	Coordination between NCPs on specific instances
Development, Extractive Industries and Indigenous People	21/08/2018	Oslo	<b>Conference</b>	<b>10-50</b>	Academia, general public	Centre for Development and the Environment	Presentation	OECD guidance on meaningful stakeholder engagement in the extractive sector
NCP Norway as a complaint agency for	28/08/2018	Oslo	<b>Meeting</b>	<b>10-50</b>	Employees at Ministry of labour and social affairs; the Norwegian ILO Committee	Ministry of labour and social affairs	Presentation	OECD guidelines, complaint mechanism, about the NCP

ILO's MNE declaration								
University of Bergen Energethics Project	27/09/2018	Oslo	<b>Meeting</b>	<b>3</b>	Representatives for University of Bergen Energethics Project	University of Bergen Energethics Project	Presentation	OECD guidelines, complaint mechanism, specific instance: DNO-Industri Energi
International trade promotion	10/10/2018	Oslo	<b>Conference</b>	<b>10-50</b>	Foreign service trainees	Ministry of foreign affairs	Presentation	OECD guidelines, RBC
Course for auditors	16/10/2018	Oslo	<b>Conference</b>	<b>10-50</b>	Auditors	Norwegian Business School	Presentation	OECD guidelines, due diligence for RBC, complaint mechanism
Workshop for fashion SMEs	18/10/2018	Oslo	<b>Conference</b>	<b>10-50</b>	Representatives for fashion SMEs	Ethical Trading Initiative	Presentation	Norwegian short version of the guidance for garment and footwear sector
Coffee and compliance network	14/11/2018	Oslo	<b>Conference</b>	<b>10-50</b>	Members of IIA Norway	IIA Norway, Coffee and compliance network	Presentation	OECD due diligence guidance for RBC
Ministry of trade, industry and fisheries' competence forum	21/11/2018	Oslo	<b>Conference</b>	<b>10-50</b>	Government repr., NGOs, trade unions	Ministry of trade, industry and fisheries	Presentation	Due diligence for RBC
Nordic Baltic NCP lunch meeting	05/12/2018	Paris	<b>Meeting</b>	<b>20</b>	Representatives for Nordic and Baltic NCPs	NCP Norway	Presentation	OECD guidelines
CSR in Latvia	06/12/2018	Riga	<b>Conference</b>	<b>50</b>	Business representatives	Norwegian embassy in Latvia	Presentation	OECD guidelines, due diligence for RBC
Protecting human rights in the supply chain	10/10/2018	Oslo	<b>Conference</b>	<b>50</b>	Business representatives, NGOs	Yara	Presentation	OECD guidelines, due diligence for RBC

**Total number=**

21

## 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 (dd/mm/yyyy)	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.	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.	Click here to enter text.	Click here to enter text.	Click here to enter text.

<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”.



After the initial assessment				
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.
DNO and Industri Energi	12/09/2018	Yes	Click here to enter text.	No
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

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.
DNO – Industri Energi	21/11/2016	22/03/2018	<a href="http://mneguidelines.oecd.org/database/instances/no0014.htm">http://mneguidelines.oecd.org/database/instances/no0014.htm</a>	Other	No follow-up	No
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:**

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.

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