

NATIONAL CONTACT POINT REPORTING QUESTIONNAIRE (2016)

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 NCP¹.

STRUCTURE

This questionnaire comprises 60 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

¹ 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 2016.

SUBMISSION

The questionnaire should be completed by using this word document and sent by email to:

investment@oecd.org copying alison.holm@oecd.org and kathryn.dovey@oecd.org by **16 January 2017**.

Should you have any questions on how to fill this questionnaire, please contact alison.holm@oecd.org.

NATIONAL CONTACT POINT REPORTING QUESTIONNAIRE (2016)

A. CONTACT INFORMATION

Please provide the contact information of the person filling in the questionnaire.

Name:	██████████
Job title:	Head of division
Email:	██████████@bmwi.bund.de
Telephone number:	03018615 ██████████

B. INSTITUTIONAL ARRANGEMENTS

(a) Location of the NCP

1. Is the NCP located in a Ministry?	Yes
If yes, in which Ministry is the NCP located?	Federal Ministry for Economic Affairs and Energy
If yes, in which department of the Ministry?	Directorate-General for External economic policy
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)?	No
If yes, please provide the name and date of this instrument	Click here to enter text.

*Additional comments on **Location of the NCP**:*
In December 2016, the German NCP has been transferred from the department for foreign trade and investment promotion into a separate structure in the directorate-general for external economic policy.

(b) Composition of the NCP

5. Who are the members of the NCP? Please describe the functions of the members of the NCP (e.g. President, Secretariat, Independent expert, etc.). No names are required.	██████████ head of division (since December 2016) ██████████ deputy head of division (since January 2017) ██████████ deputy head of division (since March 2016) ██████████ clerical assistant (since January 2016)	
6. Does the NCP have dedicated full-time staff? If yes, please indicate the number.	Yes	The NCP has two members working full time. One of them joined after the reporting period in January 2017.
7. Does the NCP have dedicated part-time staff? If yes, please indicate the number.	Yes	The NCP has two members working part time (one with 90% and one with 50%).
8. Have any full-time or part-time staff members joined the NCP during the year? If yes, please indicate how many.	Yes	Two part time members have joined the NCP in January and March 2016. One full time

		member has joined the NCP in December 2016.
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	One member (with approx. 30%) has left the NCP in December 2016.
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>	Yes	
If yes, please list the Ministries (e.g. Social Affairs, Labour, Trade, Environment, Foreign Affairs, Justice, Finance, etc.)		Federal Foreign Office, Federal Ministry of Justice and Consumer Protection Federal Ministry of Finance, Federal Ministry of Labour and Social Affairs, Federal Ministry of Food and Agriculture, Federal Ministry for the Environment, Nature Conservation, Building and Nuclear Safety, Federal Ministry for Economic Co-operation and Development
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 on the NCP, take part in specific instances)</i>		
NGOs	Yes	
Representatives of the business community	Yes	
Trade unions	Yes	
12. Does the NCP have an advisory body?	Yes	
If yes, please describe its functions		The OECD Guidelines Working Group provides a forum for discussions about current issues related to the Guidelines. The members of the Working Group are notified whenever a complaint has been received or accepted for further examination. All interested parties seeking clarification as to how particular aspects of the Guidelines are to be interpreted or as to how the procedure under the Procedural Guidance for the OECD Guidelines should work, are invited to contact the members of the Working Group. Their queries will then be discussed by the Working Group.
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>		In addition to the federal ministries that have an interest in the Guidelines (cf. ministries listed above) and the Global Compact Network, the Working Group is made up of representatives of business associations, unions, and of NGOs. At the moment, this applies to: Confederation of German Employers' Association (BDA), Federation of German Industries (BDI), Association of German Chambers of Commerce and Industry (DIHK), Association of German Banks (BdB), German Confederation of Trade Unions (DGB), German Metalworkers' Union (IG Metall), German multi-service trade union (Ver.di),

	Brot für die Welt / Protestant Development Service (mandated by VENRO), ECCHR (mandated by the Human Rights Forum), Germanwatch, Transparency International Deutschland.
If yes, please indicate how often the NCP meets with the advisory body	Twice a year
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.
<i>Additional comments on Composition of the NCP:</i> The Interministerial Steering Group for the OECD Guidelines brings together representatives from those federal ministries in Germany that are deemed to have a particular interest in the Guidelines (cf. ministries listed above) The NCP coordinates on its decisions with the Interministerial Steering Group for the OECD Guidelines. The extent to which a ministry is involved in the examination of a particular complaint, in the consultations with the parties, and in the co-ordination process regarding specific procedural steps and decisions will depend on the extent to which the subject matter falls into the remit of this ministry.	
(c) Financial resources	
15. Did the NCP have a dedicated budget this year?	No
16. Did the NCP have a dedicated budget to conduct its promotional activities during the year?	No
If no, were financial resources for promotional activities allocated on an ad hoc basis when requested by the NCP?	Yes
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?	Yes
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	No
<i>Additional comments on Financial resources:</i> A professional mediator has been engaged in order to give an extensive mediation training to the members of the NCP as well as to prepare with them the mediation talks in specific instances.	
(d) Reporting	
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?	Once a year
<i>Additional comments on Reporting:</i> The NCP reports to the Interministerial Steering group (cf. above). As part of the Ministry for Economic Affairs and Energy, the NCP also reports to superiors in the Ministry.	

C. INFORMATION AND PROMOTION	
(a) NCP website²	
21. Was a new NCP website created this year? If yes, please provide the link.	No Click here to enter text.
22. 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
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
Information about specific instances	
Information on how to submit a specific instance	Yes
The NCP's rules of procedures	Yes
All final statements since 2011	Yes
Information on promotional activities	
Information on upcoming events promoting the Guidelines	No
Information on past events promoting the Guidelines	No
Contact information	
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

² This includes dedicated NCP webpages as part of the Ministry's website.

<p><i>Additional comments on NCP website:</i> The OECD sectoral Due Diligence Guidances adopted in 2016 have been made available on the website including a short explanation. The website is also available in English and French.</p>	
<p>(b) Promotional activities³</p>	
<p>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></p>	<p>Yes</p>
<p>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></p>	<p>Yes</p>
<p>25. Did the NCP make use of social media to communicate on NCP promotional activities during the year?</p>	<p>No</p>
<p>26. Did the NCP hold a stakeholder meeting during the year?</p>	<p>Yes</p>
<p>27. Did the NCP promote the Guidelines among the business community during the year?</p>	<p>Yes</p>
<p>28. Did the NCP carry out any training on the Guidelines aimed at businesses during the year?</p>	<p>No</p>
<p>29. Did the NCP promote the Guidelines among NGOs during the year?</p>	<p>Yes</p>
<p>30. Did the NCP promote the Guidelines among trade unions during the year?</p>	<p>Yes</p>
<p>31. Did the NCP promote the Guidelines among government agencies during the year?</p>	<p>Yes</p>
<p>32. Did the NCP promote the Guidelines among embassies abroad during the year?</p>	<p>Yes</p>
<p>33. Did the NCP promote the Guidelines to investment promotion agencies during the year?</p>	<p>Yes</p>
<p>34. Did the NCP refer to the following sector guidance reports in promotional activities during the year:</p>	
<p>OECD Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas</p>	<p>No</p>
<p>OECD Due Diligence Guidance for Meaningful Stakeholder Engagement in the Extractive Sector</p>	<p>Yes</p>
<p>OECD-FAO Guidance for Responsible Agricultural Supply Chains</p>	<p>Yes</p>
<p><i>Additional comments on the section Promotional activities:</i> The Minister of Economic Affairs and Energy has published an article on the occasion of the 40th anniversary of the OECD Guidelines about rules for the globalisation, the German NAP and the role of the NCP on 23 December 2016 in the following newspapers: Halterner Zeitung, Münsterland Zeitung, Ruhr Nachrichten, Nordwest-Zeitung. The article has been initiated and drafted by the NCP.</p>	

³ 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.

D. SPECIFIC INSTANCES	
(a) NCP rules of procedure for handling specific instances	
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 Click here to enter text.
37. Were the NCP's rules of procedure modified this year?	No
<p><i>Additional comments on the section Rules of procedure:</i> The rules of procedure have been agreed by the Interministerial Steering Group and the Working Group in 2015. They are available in German and in English:</p> <p>http://www.bmwi.de/BMWi/Redaktion/PDF/J-L/leitfaden-zum-beschwerdemanagement,property=pdf,bereich=bmwi2012,sprache=de,rwb=true.pdf</p> <p>http://www.bmwi.de/English/Redaktion/Pdf/oeacd-procedural-notes-for-specific-instances-complaints,property=pdf,bereich=bmwi2012,sprache=en,rwb=true.pdf</p>	
(b) Specific instance practicalities	
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 decision is taken on the basis of consensus within the Interministerial Steering Group.
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 decision is taken on the basis of consensus within the Interministerial Steering Group.
41. Does the NCP request feedback from the parties on the procedure following the conclusion of a specific instance?	No
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?	Yes
<p><i>Additional comments on the section Specific instance practicalities:</i> A professional mediator has been engaged in order to give an extensive mediation training to the members of the NCP as well as to prepare with them the mediation talks in specific instances.</p>	
(c) Reporting specific instances	

44. Did the NCP receive new specific instance submissions during the year? <i>If yes, please also provide details in Annex 2</i>	Yes
45. 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>Additional comments on the section <i>Reporting specific instances</i>: The ongoing specific instance against Bosch has been pending for over one year which is mainly due to requests from the parties to postpone the mediation meeting. In September, Bosch asked for postponement since an amicable settlement seemed underway on the local level. In October, the complainant joined the mediation meeting but was not willing to make a statement due to the unplanned absence of his lawyer. In December, the first mediation meeting took place.</p> <p>In addition to the processing of three pending cases, the NCP put a lot of effort in the follow up on the case between UNI Global/ITF and DP DHL which had been closed in 2014. The aim of the NCP was to close the follow up which had been envisaged for two years in the final statement and to ensure future cooperation in case of new problems occurring. For this purpose, several bilateral and trilateral meetings have taken place and as a result a protocol has been agreed between the parties.</p>	

E. PEER LEARNING	
46. 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	No
47. Is the NCP interested in hosting an NCP learning/experience-sharing event in 2017?	Yes
48. Which topic would the NCP consider to be a priority to cover in a peer learning event?	Click here to enter text.
49. Is the NCP interested in participating in developing tools for use by NCPs?	Yes
<p>Additional comments on the section <i>Peer-learning activities</i>: The German NCP took part in the Swiss Peer Review in November 2016 as a reviewer.</p>	

F. POLICY COHERENCE⁴

⁴ 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 [...]."

50. 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, public procurement)</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.	
51. Did the NCP communicate public statements on specific instances to public procurement officials?	No	
52. Did the NCP communicate public statements on specific instances to officials responsible for trade missions?	No	
53. Did the NCP communicate public statements on specific instances to officials responsible for foreign trade and investment incentives?	Yes	
54. Did your country adopt a National Action Plan (NAP) this year? <i>If yes, please indicate which type of NAP</i>	Yes	NAP on Business and Human Rights
If yes, does the NAP make reference to the Guidelines?	Yes	
If yes, does the NAP make reference to the NCP?	Yes	
55. Was a NAP in development this year? <i>If yes, please indicate which NAP.</i>	Yes	Choose an item.
If yes, did the NCP participate in the development of the National Action Plan?	Yes	
56. Please indicate any other examples of policy coherence activities:	Click here to enter text.	
<p><i>Additional comments on Policy Coherence:</i></p> <p>The NCP held a meeting with the German ECA in order to discuss the NL Atradius case as well as the future cooperation.</p>		

G. IMPACT AND FUTURE WORK		
57. Does the NCP have a promotional plan for the coming year (2017)?	No	
58. Is the NCP interested in being a <u>reviewer</u> in a peer review planned in 2017 or 2018?	Yes	
59. Is the NCP interested in being an <u>observer</u> of a peer review planned in 2017 or 2018?	Yes	
60. Has the NCP faced any particular challenge(s) it would like to highlight this year?	The German NCP has been subject to structural changes and is currently being further strengthened. We aim at making use of the new capacities for better engagement in promotional activities.	

*Additional comments on the section **Impact and future work**:*

The NCP has applied for its Peer Review in 2017. The on-site visit will take place on 22/23 June 2017.

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>
The OECD-FAO Guidance for Responsible Agricultural Supply Chains	05/07/2016	Federal Ministry of Food and Agriculture	Conference	50-100	Co-organised	Business, NGOs and Trade Unions	The OECD-FAO Guidance for Responsible Agricultural Supply Chains
Click here to enter text.	Click here to enter text.	Click here to enter text.	Choose an item.	Choose an item.	Choose an item.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Choose an item.	Choose an item.	Choose an item.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Choose an item.	Choose an item.	Choose an item.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Choose an item.	Choose an item.	Choose an item.	Click here to enter text.	Click here to enter text.
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Total number=	Click here to enter text.
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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
Postenvorbereitungssseminar Wirtschaft	06/06/2016	Foreign Office	Meeting	10-50	Economic consultants in German embassies	Foreign Office	Presentation	OECD Guidelines and their relevance for German embassies
Wirtschaftsreferenten tagung	30/06/2016	Federal Ministry for Economic Affairs and Energy	Meeting	10-50	Economic consultants in German embassies	Federal Ministry for Economic Affairs and Energy	Informal presentation and exchange	OECD Guidelines and their relevance for German embassies
NCP Learning Event	12/09/2016	Italian NCP Rome	Meeting	10-50	Other NCPs	Italian NCP	Presentation	Initial assessment
BDA Arbeitskreise CSR	12/10/2016	BDA Office Berlin	Meeting	10-50	Business	BDA	Presentation	OECD Guidelines and National Contact Points
Swiss Peer Review	10/11/2016	Swiss NCP Bern	Meeting	10-50	Other NCPs and stakeholders	Swiss NCP	Informal presentation and exchange	Transparency and Confidentiality
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.

Total number=	5
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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).

Please add additional lines if needed.

We encourage all NCPs to inform the Secretariat on received specific instances and to provide a final statement as soon as it becomes available, in order to keep the OECD database updated at all times. For all specific instances that have not yet been reported to the Secretariat, please complete and send this [form](#) to Alison.holm@oecd.org and Kathryn.dovey@oecd.org⁵.

For all specific instances that are currently IN PROGRESS:

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.
Yogesh KN against Bosch	09/10/2015	No	Click here to enter text.	Click here to enter text.
ECCHR et al. against TÜV Rheinland	01/05/2016	No	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=	2
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⁵ According to paragraph 42 of the Commentary on the Implementation Procedures of the OECD Guidelines for Multinational Enterprises, “[...] NCPs will report to the Investment Committee in order to include in the Annual Report on the OECD Guidelines information on all specific instances that have been initiated by parties, including those that are in the process of an initial assessment, those for which offers of good offices have been extended and discussions are in progress, and those in which the NCP has decided not to extend an offer of good offices after an initial assessment”.

For all specific instances that were CONCLUDED during the year:

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.
Dominic Whiting against Nordex SE	04/08/2014	31/08/2016	http://mneguidelines.oecd.org/database/instances/de0021.htm	Change in company policy/procedure	No follow-up	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= 1

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= 0

END OF QUESTIONNAIRE