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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 2018 REPORT TO THE OECD:  
SWITZERLAND**

This document is available in PDF format only.

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**JT03442642**



## NATIONAL CONTACT POINT REPORTING QUESTIONNAIRE (2018)

This questionnaire is designed to help National Contact Points fulfil their reporting obligations as described in the Procedural Guidance of the OECD Guidelines for Multinational Enterprises. The answers to the questions should reflect the nature and results of the activities of the NCP<sup>1</sup>.

### STRUCTURE

This questionnaire comprises 61 questions and 2 annexes under the following headings:

- A. Contact information
- B. Institutional arrangements
- C. Information and promotion
- D. Specific instances
- E. Peer learning
- F. Policy coherence
- G. Impact and future work

Annex 1: NCP PROMOTIONAL ACTIVITIES

Annex 2: SPECIFIC INSTANCES

### TYPES OF QUESTIONS

#### 1. Yes/No questions

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

**Example:**

(b) Promotional activities	
23. Did the NCP organise or co-organise events to promote the Guidelines and/or the NCP during the year? <i>If yes, please provide details in table 1 in Annex 1.</i>	Yes/No

#### 2. Open-ended questions

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

**Example:**

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

<sup>1</sup> Page 74 of the Procedural Guidance of the OECD Guidelines for Multinational Enterprises: “Reports should contain information on the nature and results of the activities of the NCP, including implementation activities in specific instances”.

- b) “Additional comments” boxes are situated at the end of each section. Please feel free to enter any additional information you would like to share in these boxes.

**Example:**

*Additional comments on **Location of the NCP:***  
Click here to enter text

## TERMS USED IN THE QUESTIONNAIRE

A number of terms are used throughout the questionnaire. Definitions are provided below. Please note that these definitions are exclusively intended to assist in clarifying the terms used in this questionnaire.

- **Advisory body:** Some NCPs have an advisory body which can be consulted by the NCP on a range of activities and issues on which it provides advice. Advisory bodies can include representatives from trade unions, NGOs, business and/or academia, along with representatives of other government ministries or agencies. They do not normally form part of the NCP and do not have decision-making power on accepting or concluding specific instances.
- **Dedicated budget:** A budget that is allocated to the NCP on a regular basis (e.g. every year) to carry out its functions and activities.
- **Independent NCP:** An independent NCP is one whose members do not belong to a government administration, although generally an independent NCP will be supported by a secretariat based in a government administration.
- **Oversight body:** Some NCPs have an oversight body, which has a monitoring role, for example on whether the NCP has followed its own rules of procedures. They can include representatives from trade unions, NGOs, business and/or academia, along with representatives of other government ministries or agencies. They do not normally form part of the NCP and do not have decision-making power on accepting or concluding specific instances.
- **Stakeholder meeting:** A stakeholder meeting is a meeting organised by the NCP to meet with stakeholders, including trade unions, NGOs and the business community that are not part of the structure of the NCP (i.e. they are not members of the NCP, nor present on advisory or oversight bodies).

## REPORTING PERIOD

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

## SUBMISSION

The questionnaire should be completed by using this word document and sent by email to: [RBC@oecd.org](mailto:RBC@oecd.org) copying [nicolas.hachez@oecd.org](mailto:nicolas.hachez@oecd.org) and [kathryn.dovey@oecd.org](mailto:kathryn.dovey@oecd.org) by **21 January 2019**.

## NATIONAL CONTACT POINT REPORTING QUESTIONNAIRE (2018)

A. CONTACT INFORMATION	
<i>Please provide the contact information of the person filling in the questionnaire.</i>	
Name:	Alex Kunze
Job title:	NCP Secretariat staff
Email:	alex.kunze@seco.admin.ch
Telephone number:	+ 41 58 465 3063

  

B. INSTITUTIONAL ARRANGEMENTS	
<b>(a) Location of the NCP</b>	
1. Is the NCP located in a Ministry?	Yes
If yes, in which Ministry is the NCP located?	Federal Department of Economic Affairs, Education and Research EAER
If yes, in which department of the Ministry?	State Secretariat for Economic Affairs
2. Is the NCP located in an investment promotion agency?	No
3. Is the NCP an independent NCP?	No
4. Has the NCP been established through a legal, regulatory or administrative instrument (e.g. a decree)?	Yes
If yes, please provide the name and date of this instrument	Ordinance on the Organisation of the National Contact Point for the OECD Guidelines for Multinational Enterprises and on its Advisory Board of 1 May 2013 (SR 946.15), see: <a href="https://www.admin.ch/opc/fr/classified-compilation/20130820/index.html">https://www.admin.ch/opc/fr/classified-compilation/20130820/index.html</a>
<i>Additional comments on <b>Location of the NCP</b>:</i> Click here to enter text.	
<b>(b) Composition of the NCP</b>	
5. Who are the members of the NCP? <i>Please describe the functions of the members of the NCP (e.g. President, Secretariat, Independent expert, etc.). No names are required.</i>	NCP Secretariat located at the State Secretariat for Economic Affairs (SECO): 3 persons. Advisory Board (AB): The AB has 14 members including the Director of the State Secretariat of Economic Affairs and 3 further members of the Federal Administration, 2 representatives from employers' federations, trade unions, business associations, non governmental organisations and academia. The AB advises the NCP on its strategic orientation (e.g. the implementation of the recommendations of the Peer Review) and specific questions such as the procedural guidance, the applicability of the OECD Guidelines to non classical organisations (e.g. NGO), the selection criteria of professional mediators. The AB also promotes the dialogue between stakeholder

	<p>groups and contributes to the effective implementation of the OECD Guidelines.</p> <p>Ad hoc working groups: Whenever a specific instance is raised with the NCP, an ad hoc working group with representatives of the Federal Administration is formed. The members are selected for their expertise based on the issues raised in the submission. The ad hoc working groups meet generally 1-2 times during the phase of the initial assessment, 2-3 times during the mediation phase and once before closing a specific instance. The ad hoc working groups take decisions with respect to all important procedural steps of the specific instance, such as the decision during the Initial Assessment whether to accept a specific instance for further examination and the decision on the wording of the Final Statement.</p>	
6. Does the NCP have dedicated full-time staff? <i>"Dedicated full-time staff" means staff working full-time on NCP activities. If yes, please indicate the number.</i>	Yes	1
7. Does the NCP have dedicated part-time staff? <i>"Dedicated part-time staff" means staff dedicating part of their time to NCP activities. If yes, please indicate the number.</i>	Yes	2
8. Have any full-time or part-time staff members joined the NCP during the year? <i>If yes, please indicate how many.</i>	No	<a href="#">Click here to enter text.</a>
9. Have any full-time or part-time staff members left the NCP during the year? <i>If yes, please indicate how many.</i>	No	<a href="#">Click here to enter text.</a>
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.)	<p>Advisory Board: Federal Department of Economic Affairs, Education and Research; Federal Department of Foreign Affairs;</p> <p>Ad-hoc working groups: according to the topics raised in the submission, the following ministries can be involved: Federal Department of Economic Affairs, Education and Research; Federal Department of Foreign Affairs; Federal Department of Environment, Transport, Energy and Communications; Federal Department of Finance ; Federal Department of Justice and Police.</p>	
11. Are social partners and other stakeholders (trade unions, business community, civil society and other non-governmental organisations) part of the institutional arrangements of the NCP? <i>(e.g. represented on advisory or oversight bodies, represented as members of the NCP, making NCP decisions on specific instances)</i>		
NGOs	Yes	
Representatives of the business community	Yes	
Trade unions	Yes	
12. Does the NCP have an advisory body?	Yes	

<p>If yes, please describe its functions</p>	<p>Advisory Board (AB): The AB has 14 members including the Director of the State Secretariat of Economic Affairs and 3 further members of the Federal Administration, 2 representatives each from employers' federations, trade unions, business associations, non governmental organisations and academia.</p> <p>Functions: The AB board advises the NCP on its strategic orientation (e.g. implementation of the Peer Review recommendations and specific questions such as the procedural guidance, the applicability of the OECD Guidelines to non classical organisations (e.g. sports associations), the selection criteria of professional mediators.</p> <p>The AB also promotes the dialogue between stakeholder groups and contributes to the effective implementation of the OECD Guidelines.</p>
<p>If yes, please list the names of organisations that are represented on the advisory body and the type of organisation, or provide a link to the list on the NCP website. (e.g. government, NGO, trade union, business, business organisation, academic, consumer organisation, etc.)</p>	<p><a href="https://www.admin.ch/ch/f/cf/ko/gremium_1043_1.html">https://www.admin.ch/ch/f/cf/ko/gremium_1043_1.html</a></p>
<p>If yes, please indicate how often the NCP meets with the advisory body</p>	<p>Three times a year</p>
<p>13. Does the NCP have an oversight body?</p>	<p>No</p>
<p>If yes, please describe its functions</p>	<p><a href="#">Click here to enter text.</a></p>
<p>If yes, please list the names of organisations that are represented on the oversight body and the type of organisation, or please provide a link to the list on the NCP website. (e.g. government, NGO, trade union, business, business organisation, academic, consumer organisation, etc.)</p>	<p>See question 12</p>
<p>If yes, please indicate how often the oversight body meets</p>	<p>N/A</p>
<p>14. Does the NCP have a body for both advice and oversight?</p>	<p>Yes</p>
<p>If yes, please describe its functions</p>	<p>See question 12. Some activities of the Advisory Board (AB) have characteristics of the functions of an oversight body. E.g. the advice of the AB regarding the implementation of the recommendations of the peer review is implemented by the NCP secretariat. Furthermore the AB was closely involved in the update of the NCP's written procedural guidance and requested specific amendments. Furthermore, the AB approved guidance to the NCP Secretariat concerning the applicability of the OECD Guidelines to sports associations and similar institutions. Therefore, to a certain extent we consider the AB to be both, an advisory and an oversight body.</p>
<p>If yes, please list the names of organisations that are represented on the oversight body and the type of organisation, or provide a link to the list on the NCP website. (e.g. government, NGO, trade union, business, business organisation, academic, consumer organisation, etc.)</p>	<p>See question 12</p>
<p>If yes, please indicate how often this body meets</p>	<p>Three times a year</p>

<p><i>Additional comments on <b>Composition of the NCP</b>:</i> Click here to enter text.</p>	
<p><b>(c) Financial resources</b></p>	
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?	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?	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	No
<p><i>Additional comments on <b>Financial resources</b>:</i> Click here to enter text.</p>	
<p><b>(d) Reporting</b></p>	
19. Does the NCP report to the government on its activities?	Yes
If yes, how often?	Once a year
20. Does the NCP report to parliament on its activities?	Yes
If yes, how often?	Once a year
<p><i>Additional comments on <b>Reporting</b>:</i> The NCP provides an overview on its activities to the Parliament in a specific chapter of the annual Foreign Economic Report. The full report is available in French, German and Italian, the executive summary in English.</p> <p>The NCP reports on an annual basis to the OECD Investment Committee in accordance with the Procedural Guidance. These reports are also published on the NCP website which includes annual reports from the year 2007 onwards.</p> <p>Additionally, activities included in the CSR Position Paper and Action Plan 2015–2019 of the Federal Council, which include awareness raising activities by the NCP, will be reported to the</p>	



Federal Council in 2019 (progress report of the implementation of the CSR action plan).

The NCP Secretariat reports on NCP activities (e.g. specific instance procedures, meetings of the OECD Secretariat) at the regular bi-annual meetings (in 2019 3 meetings took place) of the NCP Advisory Board. According to the Ordinance the NCP Advisory Board is mandated to publish summary statements from these meetings and additionally to report its activities in the NCP annual reports. These summary statements from meetings of the NCP Advisory Board are available on the NCP website.

<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	Click here to enter text.
22. Are the following items available on the NCP website:		
<b>Information about the Guidelines and the role of the NCP</b>		
The text of the Guidelines	Yes	
A description of the Guidelines	Yes	
Information on the NCP and its mandate	Yes	
The 2015 NCP Annual Report submitted to the OECD	Yes	
The NCP's own 2015 Annual Report	Yes	
<b>Information about specific instances</b>		
Instructions on how to submit a specific instance	Yes	
The NCP's rules of procedures	Yes	
All final statements since 2011	Yes	
<b>Information on promotional activities</b>		
Information on upcoming events promoting the Guidelines	Yes	
Information on past events promoting the Guidelines	No	
<b>Contact information</b>		
Information on how to make an enquiry to the NCP	Yes	
A phone number to reach the NCP directly	Yes	
An email address to reach the NCP directly	Yes	
<i>Additional comments on NCP website:</i> The CSR website of the Federal Administration (www.csr.admin.ch) including information on the OECD-Guidelines and the NCP is updated regularly (e.g. this year regarding the OECD Due Diligence Guidance)		
<b>(b) Promotional activities<sup>3</sup></b>		

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

<sup>3</sup> Attendance of NCP meetings held at the OECD and other OECD events such as the Global Forum on Responsible Business Conduct are not considered to be promotional activities.

23. Did the NCP 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?	No
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
33. Did the NCP promote the Guidelines to investment promotion agencies during the year?	No
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
<b>Additional comments on the section <i>Promotional activities</i>:</b> The brochure of the OECD GL of the Swiss NCP and a letter specifying the expectations of the Federal Council to respect the OECD GL was sent to approximately 85 enterprises, 20 organisations, 16 universities and other educational institutions, all Swiss cantonal authorities and all diplomatic representations of Switzerland abroad.	

<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="http://www.seco.admin.ch/ncp">www.seco.admin.ch/ncp</a>
37. Were the NCP's rules of procedure modified this year?	No

<p><i>Additional comments on the section <b>Rules of procedure</b>:</i> Click here to enter text.</p>	
<p><b>(b) Specific instance practicalities</b></p>	
<p>38. Does the NCP confirm receipt of a specific instance submission?</p>	<p>Yes</p>
<p>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></p>	<p>Ad hoc working group, see question 12</p>
<p>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></p>	<p>Ad hoc working group, see question 12</p>
<p>41. Does the NCP request feedback from the parties on the procedure following the conclusion of a specific instance?</p>	<p>Yes</p>
<p>42. Has the NCP staff undergone training in dispute resolution or problem-solving (e.g. mediation)?</p>	<p>Yes</p>
<p>43. Did the NCP engage professional mediators during the year?</p>	<p>Yes</p>
<p>44. Did the NCP staff or members conduct mediation this year?</p>	<p>Yes</p>
<p><i>Additional comments on the section <b>Specific instance practicalities</b>:</i> <b>Staff of the NCP secretariat assists the external mediator during the mediation meetings. Additionally, during the phase of the IA and the preparation of the mediation meetings, staff of the NCP uses mediation techniques in its communication with the parties in order to foster best conditions for the mediation.</b></p>	
<p><b>(c) Reporting specific instances</b></p>	
<p>45. Did the NCP receive new specific instance submissions during the year? <i>If yes, please also provide details in Annex 2</i></p>	<p>Yes</p>
<p>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></p>	<p>Yes</p>
<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?	No
49. Which topic would the NCP consider to be a priority to cover in a peer learning event?	Experiences with involvement of embassies abroad for treatment of specific instances Follow up activities after the closure of a specific instance.
50. Is the NCP interested in participating in developing tools for use by NCPs?	Yes
<i>Additional comments on the section Peer-learning activities:</i> Click here to enter text.	

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

<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>56. Please indicate any other examples of policy coherence activities:</p>	<p>Messages regarding OECD Guidelines and NCP were integrated in:  -answers regarding requests from parliament  -messages for trade missions officials  Intergovernmental meeting on OECD Due Diligence Guidance</p> <p>Involvement of the NCP in the work of actualization of the CSR action plan of Federal Council, the National Action Plan on Business and Human Rights and Action Plan for the Sustainable Development Strategy of Switzerland</p>
<p><i>Additional comments on <b>Policy Coherence</b>:</i>  <b>There is an ongoing dialogue on a weekly basis with responsible governmental units for the implementation of the National Action Plan on Business and Human Rights.</b>  <b>The OECD Due Diligence Instruments are part of the awareness raising activities of the National Action Plan on Business and Human Rights</b></p>	
<p><b>Public procurement</b></p>	
<p>57. Does your national legislation or policy on public procurement refer to the Guidelines and/or OECD due diligence instruments?</p>	<p>No</p>
<p>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></p>	<p>Click here to enter text.</p>
<p>58. Does your national legislation or policy on public procurement make a link to the NCP process?</p>	<p>No</p>
<p>If yes, did the NCP communicate public statements on specific instances to public procurement officials during the year 2018?</p>	<p>Choose an item.</p>
<p>59. Please provide any other relevant information on how your government is including responsible business conduct considerations into the public procurement process.</p>	<p>The Swiss ordinance of public procurement refers to the ILO Core convention. See Art 7 here:  <a href="https://www.admin.ch/opc/fr/classified-compilation/19940432/index.html">https://www.admin.ch/opc/fr/classified-compilation/19940432/index.html</a></p>

<p><b>G. IMPACT AND FUTURE WORK</b></p>	
<p>60. Does the NCP have a promotional plan for the coming year (2019)?</p>	<p>Yes</p>
<p>61. Has the NCP faced any particular challenge(s) it would like to highlight this year?</p>	<p>Complex specific instance regarding the Roundtable of Sustainable Palmoil (RSPO).</p>
<p><i>Additional comments on the section <b>Impact and future work</b>:</i>  Click here to enter text.</p>	

## Annex 1: NCP PROMOTIONAL ACTIVITIES

Please provide information on the events organised or co-organised by the NCP (Table 1), and events in which the NCP has participated to promote the Guidelines (Table 2). Please select the event type, size and type of audience as well as the theme from the dropdown menus for each event. Please add additional lines if needed.

**Table 1**

NCP-organised and co-organised events to promote the Guidelines and/or the NCP							
Title	Date <i>(dd/mm/yyyy)</i>	Location	Type of event	Size of audience	Organised or co-organised?	Targeted audience <i>e.g. Business representatives, NGOs, Trade unions, Academia, General public, Government representatives, etc.</i>	Theme <i>e.g. the OECD Guidelines, the NCP activities on sector due diligence guidance documents, etc.</i>
Introduction to the UNGC	21.03.2018	Bern / NCP	Conference	10-50	Co-organised	Business, NGO, Trade Unions	OECD GL/ NCP / Expectations of Federal Council regarding RBC
Manage global responsibility	10.09.2018	Bern / NCP	Conference	10-50	Organised	Business, NGO, Trade Unions	OECD Due Diligence Guidance on RBC

<b>Total number=</b>	2
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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 <i>(dd/mm/yyyy)</i>	Location	Type of event	Size of audience	Targeted audience <i>e.g. Business representatives, NGOs, Trade unions, Academia, General public,</i>	Organiser(s)	Type of intervention	Theme of the intervention

					<i>Government representatives, etc</i>			
Launch Switzerland Roadtour GCNS	14.06.2018	Geneva	<b>Conference</b>	<b>&gt;100</b>	Business,, NGO, Trade Unions	Network Switzerland Global Compact	Speech, panel discussion	OECD GL, NCP, CSR policy
Switzerland Roadtour GCNS	12.9.2018	Neuchatel	<b>Conference</b>	<b>50-100</b>	Business,, NGO, Trade Unions	Network Switzerland Global Compact	Speech	OECD GL, NCP, CSR policy
Switzerland Roadtour GCNS	12.9.2018	Neuchatel	<b>Conference</b>	<b>50-100</b>	Business,, NGO, Trade Unions	Network Switzerland Global Compact	Speech	OECD GL, NCP, CSR policy
Switzerland Roadtour GCNS	4.12.2018	Lugano	<b>Conference</b>	<b>50-100</b>	Business,, NGO, Trade Unions	Network Switzerland Global Compact	Speech	OECD GL, NCP, CSR policy
National Action Plan on Business and Human Rights	June-December (9 events)	Various locations different parts of Switzerland	<b>Conference</b>	<b>50-100</b>	Business, NGO, Administration	State Secretariat for Economic (Int. Labour Affairs) / Federal Department of Foreign Affairs	Presentation of OECD Due Diligence Guidance	OECD Due Diligence Guidance
CSR Policy and OECD GL	12.11.2018	Berne	<b>Conference</b>	<b>50-100</b>	Business, NGO, Administration	Federal office of Health	Speech	OECD GL, CSR policy
Human Rights as part of RBC	19.12.2018	Berne	<b>Meeting</b>	<b>10-50</b>	Business, Member of Parliament, Administration	State Secretariat for Economic Affairs / SME Division	Speech	OECD Due Diligence Guidance

**Total number=**

7

## 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.		
Society of threatened people Switzerland – Credit Suisse	28.4.2017	Yes	<a href="http://mneguidelines.oecd.org/database/instances/ch0016.htm">http://mneguidelines.oecd.org/database/instances/ch0016.htm</a>	Yes, close collaboration between the Swiss and the US NCP for the elaboration of the Initial Assessment, collaboration ongoing		
TUK Indonesia - Roundtable for Sustainable Palm Oil	25.1.2018	Yes	<a href="http://mneguidelines.oecd.org/database/instances/ch0017.htm">http://mneguidelines.oecd.org/database/instances/ch0017.htm</a>	No (no other NCP concerned)		

**Total number=** 2

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

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

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

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>	Click here to enter text.
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**END OF QUESTIONNAIRE**