

APPROVED BY  
Order No 4-537 of the Minister of  
Economy of the Republic of Lithuania of  
8 August 2014  
(version of Order No 4-563 of the  
Minister of Economy of the Republic of  
Lithuania of 29 September 2017)

## **REGULATIONS OF THE LITHUANIAN NATIONAL CONTACT POINT**

### **SECTION I GENERAL PROVISIONS**

1. The Regulations of the Lithuanian National Contact Point (hereinafter – the Regulations) determine the structure of the Lithuanian National Contact Point (hereinafter – the Contact Point) and functions of the independent experts' chairman (hereinafter –Chairman), independent experts, the Advisory Committee and the Secretariat of the Contact Point.

2. In its activities, the Contact Point shall follow the OECD Declaration on International Investment and Multinational Enterprises of 27 June 2000, the OECD Guidelines for Multinational Enterprises (hereinafter – the Guidelines), other legal acts of the OECD and the Republic of Lithuania which regulate conditions of responsible business and the activities of national contact points and these Regulations.

3. The Contact Point is not a legal person.

### **SECTION II STRUCTURE OF THE CONTACT POINT**

4. The objective of the Contact Point is to ensure the efficient implementation of the Guidelines through greater publicity and awareness raising, by dealing with requests and taking part in addressing issues relating to the implementation of the Guidelines.

5. The Contact Point consists of:

- 5.1. Independent experts and Chairman;
- 5.2.. The Advisory Committee;
- 5.3. The Secretariat.

### **SECTION III CHAIRMAN AND INDEPENDENT EXPERTS**

6. The independent experts shall perform the following functions:

- 6.1. deal with the issues relating to the implementation of the Guidelines in compliance with the rules on handling specific instances (hereinafter – the specific instances);
- 6.2. engage in the activities intended to raise the awareness of the Guidelines;
- 6.3. make recommendations concerning the implementation of responsible business conditions;
- 6.4. provide information to the Secretariat concerning the annual action plan and the annual activity report of the Contact Point.

7. Chairman of the Contact Point shall:

- 7.1. organise the activities of independent experts;
- 7.2. represent the Contact Point in the meetings of the representatives of the OECD national contact points' network on responsible business or shall authorise another independent expert to represent the Contact Point;
- 7.3. sign the minutes of meetings of independent experts and other documents related to the activities of the Contact Point;

7.4. represent the Contact Point in the relations with legal and natural persons on the issues related to its activities.

8. The ground for the activities of independent experts is the contract of voluntary activities made between the Ministry of Economy of the Republic of Lithuania (hereinafter – the Ministry of Economy) and independent expert in accordance with the Law on Voluntary Activities of the Republic of Lithuania. The independent experts may receive the reimbursement of expenses related to the voluntary activities in the Contact Point as specified in Article 11 of the Law on Voluntary Activities of the Republic of Lithuania.

9. The number of independent experts participating in the Centre’s activities cannot be smaller than 4 and bigger than 10.

10. The independent experts shall be selected after the candidates express their willingness to participate in the activities of the Contact Point in writing, which is followed by the assessment of their competences’ compliance with the areas indicated in the Guidelines in accordance with the procedure stipulated in paragraph 11 of the Regulations. With regard to the areas specified in the Guidelines, the Ministry of Economy shall notify in writing the organisations of employees, associated business structures, other non-governmental organisations and representatives of educational and scientific establishments about the possibility to act as independent experts in the activities of the Contact Point. The information on the possibility to be the Contact Point’s independent experts is also available on the website of the Ministry of Economy..

11. The Minister of Economy of the Republic of Lithuania (hereinafter –Minister of Economy) shall decide which persons the contracts of voluntary activities should be concluded with taking into account the recommendation of the Commission formed by an order of the Minister of Economy and comprising civil servants and employees under employment contacts of the Ministry of Economy as well as representatives of other establishments, institutions or organisations (hereinafter – the Commission), and having assessed the applicants’ competence and work experience related to the areas indicated in the Guidelines.

12. The term of office of independent experts shall be 4 years after having signed the contract of voluntary activities. The term of office of independent experts may be extended for a period of no longer than 4 years.

13. Chairman of the Contact Point shall be elected from among the independent experts by simple majority of votes of the independent experts present at the meeting. Chairman’s term of office shall be 4 years from the signing of the contract of voluntary activities. Chairman’s mandate shall lapse following the termination of the contract of voluntary activities or following Chairman’s resignation from his/her duties. The independent experts may also elect Deputy Chairman by simple majority of votes of the independent experts present at the meeting. Deputy Chairman would perform the functions of Chairman of the Contact Point listed in the paragraph 6 of the Regulations provided the Contact Point’s Chairman cannot perform them.

14. The independent experts shall act in accordance with the approved work regulation that may be amended as specified in the Regulations.

15. The independent experts may invite representatives of the Advisory Committee and other persons to their meetings.

#### **SECTION IV ADVISORY COMMITTEE**

16. The Advisory Committee shall perform the following functions:

16.1. provide consultations and information to independent experts in the course of the handling specific instances;

16.2. take part in the activities meant to publicise the Guidelines;

16.3. ensure the implementation of conditions of responsible business in an institution, body or organisation within the scope of its competences;

16.4. provide information to the Secretariat about the annual action plan and the annual activity report of the Contact Point.

17. The Advisory Committee shall consist of no less than 3 and no more than 8 members.

18. In accordance with the Guidelines, the Ministry of Economy shall address the authorities and institutions in writing asking to delegate their representatives to the Advisory Committee within the scope of their competences.

19. The Minister of Economy shall decide regarding the structure of the Advisory Committee, taking into account the recommendation of the Commission and having assessed the competence and work experience related to the areas indicated in the Guidelines of the delegated persons.

20. The term of office of the Advisory Committee shall be 4 years. In the case of selected single member to the Advisory Committee they should be appointed until the expiry of the term of office of the Advisory Committee.

## **SECTION V SECRETARIAT**

21. The Secretariat shall perform the following functions:

21.1. help independent experts to handle specific instances;

21.2. organise activities meant to publicise the Guidelines;

21.3. take part in the activities of the OECD Responsible Business Working Group;

21.4. prepare the annual action plan and the annual activity report of the Contact Point;

21.5. take part in the meetings of independent experts.

22. The Ministry of Economy shall act as the Secretariat.

## **SECTION VI FINAL PROVISIONS**

23. The independent experts and the Advisory Committee shall submit information to the Secretariat no later than before 15 of January of the current year about the annual action plan of the Contact Point of the current year and the annual activity report of the Contact Point of the previous year, and the Secretariat shall prepare the annual action plan and the annual activity report of the Contact Point before 15 February of the current year, taking the received information into account.

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