

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 NCP¹.

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

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 2018.

SUBMISSION

The questionnaire should be completed by using this word document and sent by email to: RBC@oecd.org copying nicolas.hachez@oecd.org and 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:	Karolis Kitovas
Job title:	Ministry of the Economy and Innovation of the Republic of Lithuania Investment Policy Division Chief Official
Email:	Karolis.Kitovas@eimin.lt
Telephone number:	+370 706 64854

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?	Ministry of the Economy and Innovation of the Republic of Lithuania
If yes, in which department of the Ministry?	Economic Development Department
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	The regulations of the Lithuanian National Contact Point were approved by the Order No 4-537 of the Minister of Economy of the Republic of Lithuania of 8 August 2014. Amended by the Order No 4-563 of the Minister of Economy of the Republic of Lithuania of 29 September 2017.
<i>Additional comments on Location of the NCP: As of 2019, the Ministry of Economy has changed its name to the Ministry of the Economy and Innovation, therefore the actual location of the Lithuanian NCP has not changed.</i>	
(b) Composition of the NCP	
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>	(1) The Independent Experts – participate in resolution of issues that arise relating to the implementation of the Guidelines in accordance with the Rules of Procedure for Handling Specific Instances and take part in the activities to promote the Guidelines; (2) The Advisory Committee upon request provides advice and information to the Independent Experts in the course of handling of specific instance; (3) The Secretariat assists Independent Experts and provides technical services to the National Contact Point.
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 (the Secretariat)

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	Click here to enter text.
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	Click here to enter text.
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	Click here to enter text.
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.)	The Advisory Committee is comprised of representatives of the ministries and institutions: the Ministry of Environment; the Ministry of Justice; the Ministry of Social Security and Labour; the Ministry of Finance; the Ministry of Foreign Affairs.	
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	
If yes, please describe its functions	The Advisory Committee (Representatives of the ministries and institutions) Upon request it provides advice and information to the Independent Experts in the course of handling of specific instance.	
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>	The Ministry of Environment; the Ministry of Justice; the Ministry of Social Security and Labour; the Ministry of Finance; the Ministry of Foreign Affairs. Link: https://nkc.lrv.lt/en/ncp/structure-ncp/advisory-committee	
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.
Additional comments on <i>Composition of the NCP</i>: The Secretariat (the Ministry of the Economy and Innovation) is an administrative body and handles all technical and economic (financial) matters. One full-time chief specialist of the Ministry of the Economy and Innovation of the Republic of Lithuania (Investment Policy Division) holds the position. Independent Experts act on basis of the Volunteer agreement signed between the Ministry of the Economy and Innovation and an Independent Experts.	
(c) Financial resources	
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?	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	No
Fact-finding research into specific instances	No
Additional comments on <i>Financial resources</i>: Since Lithuanian NCP did not receive any specific instances there was no budget allocated. But if the NCP would engage in a specific instance the budget would be allocated on an ad hoc basis when requested. The NCP budget covers: making NCP handouts, translation of documents, NCP Independent experts' business travel costs, etc. Additional financial resources allocated from MoE budget cover: Secretariat salary, event and meeting organising and facility costs, etc.	
(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
<p><i>Additional comments on Reporting:</i> The NCP's activity report is encompassed into the monthly governmental meeting. The NCP reported to the Provisional Group for the Pre-Accession to the Organisation for Economic Co-operation and Development in the Parliament of Lithuania. The NCP shall provide the Ministry of the Economy and Innovation with the annual activity report no later than before 31 January of the current year.</p>	

C. INFORMATION AND PROMOTION	
(a) NCP website²	
21. Was a new NCP website created this year? If yes, please provide the link.	Yes https://nkc.lrv.lt/en/
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	
Instructions on how to submit a specific instance	Yes
The NCP's rules of procedures	Yes
All final statements since 2011	No
Information on promotional activities	
Information on upcoming events promoting the Guidelines	Yes
Information on past events promoting the Guidelines	Yes
Contact information	
Information on how to make an enquiry to the NCP	Yes
A phone number to reach the NCP directly	Yes
An email address to reach the NCP directly	Yes
<p><i>Additional comments on NCP website:</i> The answers in the point 22 of this section were made in reference to the 2017 NCP Annual Report submitted to the OECD and the NCP's own 2017 Annual Report.</p>	
(b) Promotional activities³	

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

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.

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?	No
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?	No
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
<p><i>Additional comments on the section Promotional activities:</i> A new newsite was created with the aim to make it more user friendly. The updated link is already posted on: http://mneguidelines.oecd.org/ website. Translation of several OECD Sectoral Guidelines documents is taking place. „OECD Due Diligence Guidance for Responsible Business Conduct“ is currently being translated to Lithuanian. The language of both „OECD-FAO Guidance for Responsible Agricultural Supply Chains“ and „OECD Due Diligence Guidance for Responsible Supply Chains in the Garment and Footwear Sector“ documents is being redacted. During the promotional activities Lithuanian NCP always informs stakeholders about all the sectoral guidance reports of OECD to further knowledge of existing instruments.</p>	

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	https://nkc.lrv.lt/en/ncp/specific-instances
37. Were the NCP's rules of procedure modified this year?	No	
<i>Additional comments on the section Rules of procedure: Click here to enter text.</i>		
(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>	NCP Independent Experts – which consists of individuals operating under voluntary activity agreement with Ministry of Economy of the Republic of Lithuania, who participate in promotional activities of the Guidelines and handles specific instances.	
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>	NCP Independent Experts – which consists of individuals operating under voluntary activity agreement with Ministry of Economy of the Republic of Lithuania, who participate in promotional activities of the Guidelines and handles specific instances.	
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?	Yes	
44. Did the NCP staff or members conduct mediation this year?	No	
<i>Additional comments on the section Specific instance practicalities: The Lithuanian NCP chair has participated in the OECD Watch Workshop on Effective Use of the OECD Guidelines' National Contact Point (NCP) System in Utrecht (May 28th – 29th, 2018). The Lithuanian NCP chair, NCP independent expert and the secretariat participated in the Nordic-Baltic Capacity Building Seminar organized by the Lithuanian NCP together with Danish and Norwegian NCPs in Vilnius, which included half day training by professional mediator from Denmark within the framework of OECD Guidelines (September 5th, 2018).</i>		
(c) Reporting specific instances		
45. Did the NCP receive new specific instance submissions during the year? <i>If yes, please also provide details in Annex 2</i>	No	

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>	N/A
<i>Additional comments on the section Reporting specific instances:</i> Click here to enter text.	

E. PEER LEARNING	
47. Did the NCP take part in the following activities with other NCPs during the year:	
NCP-hosted peer learning activities	<i>Yes</i>
Co-operation with other NCPs in handling specific instances	<i>No</i>
Mentoring/capacity building of another NCP	<i>Yes</i>
48. Is the NCP interested in hosting an NCP learning/experience-sharing event in 2019?	<i>Yes</i>
49. Which topic would the NCP consider to be a priority to cover in a peer learning event?	Corporate lending guidance; practical aspects of handling a specific instance;
50. Is the NCP interested in participating in developing tools for use by NCPs?	<i>Yes</i>
<i>Additional comments on the section Peer-learning activities:</i> The Lithuanian NCP chair has participated in the OECD Watch Workshop on Effective Use of the OECD Guidelines' National Contact Point (NCP) System in Utrecht (May 28th – 29th, 2018). The Lithuanian NCP chair, NCP independent expert and the secretariat participated in the Nordic-Baltic Capacity Building Seminar organized by the Lithuanian NCP together with Danish and Norwegian NCPs in Vilnius, which included half day training by professional mediator from Denmark within the framework of OECD Guidelines (September 5th, 2018).	

F. POLICY COHERENCE⁴	
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>	<i>No</i>
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.

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 [...]."

52. Did the NCP communicate public statements on specific instances to officials responsible for trade missions?	N/A	
53. Did the NCP communicate public statements on specific instances to officials responsible for foreign trade and investment incentives?	N/A	
54. Did your country adopt a National Action Plan (NAP) this year? <i>If yes, please indicate which type of NAP</i>	No	N/A
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	NAP on Business and Human Rights
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:	<p>the Ministry of social security and labour has initiated a training project for business to promote CSR, where the trainings are required to take into account the OECD Guidelines, that is making appropriate reference in the training project.</p> <p>In implementing NAP on CSR, since 2008 the Government is continuing the initiative of granting every year the National Responsible Business Awards. This year the event was held on 23th of November.</p>	
<p><i>Additional comments on Policy Coherence:</i> The NAP on Business and Human Rights will focus on the following key priorities: (1) corruption prevention, (2) due diligence and (3) corporate social responsibility - with an aim to increase the role of the NCP and clarify policy coherence within the State in accordance with the OECD guidelines. The NAP is still under preparation but NCP participates in the process.</p>		
Public procurement		
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.	Click here to enter text.	

G. IMPACT AND FUTURE WORK

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?	Click here to enter text.
<p><i>Additional comments on the section Impact and future work:</i> Funding of activities is not consistent and it might hinder meaningful activities. Although the budget of NCPs activities for 2019 has not been finalised yet, but preliminary signals indicate intention to significantly reduce it.</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>
Nordic – Baltic Capacity Building Seminar	05/09/2018	Vilnius, Ministry of the Economy and Innovation	Meeting	10-50	Co-organised	Nordic – Baltic National Contact Points	Mediation workshop, implementation of OECD Guidelines, NCP promotional activities.
Responsible Business Conduct in the Nordic & Baltic Region	06/09/2018	Vilnius, Ministry of Foreign Affairs	Conference	50-100	Co-organised	Business representatives	The National Contact Point system, OECD Guidelines for MNEs, Due diligence in the Textile and Financial sectors and Human rights, Employment and Industrial relations.
Meeting with the Responsible Business Association of Lithuania and Ministry of Social Security and Labour	15/01/2018	Vilnius, Ministry of the Economy and Innovation	Meeting	<10	Organised	Government representatives and NGOs	The possibility of a partnership in organizing the annual National Responsible Business Awards by involving three ministries (Economy and Innovation, Social Security and Labour, Environment) as well as dedicating an award category to the National Contact Point.
Meeting with the Governance Coordination Centre	08/02/2018	Vilnius, Ministry of the Economy and Innovation	Meeting	<10	Organised	Government representatives	OECD Guidelines for MNEs and Lithuanian NCP activities.
Meeting with the Ministry of Justice representatives	19/03/2018	Vilnius, Ministry of the Economy and Innovation	Meeting	<10	Organised	Government representatives	OECD Guidelines for MNEs and Lithuanian NCP activities as well as a possibility of a presentation to the

							National Consumer Rights Protection Council.
Meeting with the Ministry of Social Security and Labour, Ministry of Economy and Innovation and Ministry of Environment	11/04/2018	Vilnius, Ministry of the Economy and Innovation	Meeting	<10	Organised	Government representatives	The possibility of a partnership in organizing the annual National Responsible Business Awards by involving three ministries (Economy and Innovation, Social Security and Labour, Environment) as well as dedicating an award category to the National Contact Point.
Meeting with the Non-Governmental Organisations Information and Support Centre	17/04/2018	Vilnius, Ministry of the Economy and Innovation	Meeting	<10	Organised	NGOs	OECD Guidelines for MNEs and Lithuanian NCP activities as well as a possibility of a presentation to the National Council of Non-Governmental Organizations.
Meeting with the Lithuanian National Road Carriers Association "LINAVAL"	27/04/2018	Vilnius, Lithuanian National Road Carriers Association headquarters	Meeting	<10	Organised	Business representatives	OECD Guidelines for MNEs and Lithuanian NCP activities.
Meeting the representatives from the Ministry of Agriculture	31/05/2018	Vilnius, Ministry of Agriculture	Meeting	<10	Organised	Government representatives	Discussion about possible joint projects and the presentation of the OECD Guidelines for MNEs and Lithuanian NCP activities.
Meeting with the Lithuanian Apparel and Textile Industry Association	03/07/2018	Vilnius, Ministry of the Economy and Innovation	Meeting	<10	Organised	Business representatives	OECD Guidelines for MNEs and Lithuanian NCP activities.
Meeting with the Enterprise Lithuania	03/10/2018	Vilnius, Enterprise Lithuania	Meeting	<10	Organised	Business representatives	Discussion about possible joint projects and the presentation of the OECD Guidelines for MNEs and Lithuanian NCP activities.
Meeting with the Responsible Business Association of Lithuania	10/10/2018	Vilnius, Ministry of the Economy and Innovation	Meeting	<10	Organised	Business representatives	Possibility of collaboration in certain projects of common interest in 2019.

Total number=

12

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
Social responsibility – a mandatory attribute or a business development opportunity?	20/03/2018	Vilnius, Lithuanian Confederation of Industrialists	Meeting	<10	Business representatives.	Lithuanian Confederation of Industrialists	Presentation and discussion.	Corporate social responsibility report and the Lithuanian NCP activities.
The National Council of Non-Governmental Organizations	24/05/2018	Vilnius, Ministry of Social Security and Labour	Conference	10-50	NGOs.	Non-Governmental Organisations Information and Support Centre	Presentation.	OECD Guidelines for MNEs and Lithuanian NCP activities.
Working Hours and Leisure Time	07/11/2018	Vilnius, Lithuanian trade union “Solidarumas”	Conference	10-50	Trade unions.	Lithuanian trade union “Solidarumas”	Presentation and discussion.	The OECD Guidelines for multinational enterprises and the possibilities for trade unions.
National Consumer Rights Protection Council	15/11/2018	Vilnius, Ministry of Justice	Meeting	10-50	Government representatives, Trade unions, NGOs.	The Ministry of Justice of the Republic of Lithuania	Presentation and discussion.	OECD Guidelines for MNEs and Lithuanian NCP activities.
The Tripartite Council	19/12/2018	Vilnius, Ministry of Social Security and Labour	Conference	10-50	Government representatives, business representatives, trade unions	The Ministry of Social Security and Labour of the Republic of Lithuania	Presentation.	OECD Guidelines for MNEs and Lithuanian NCP activities.

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:
 - 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 and kathryn.dovey@oecd.org⁵.

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.

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”.

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

Total number=

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=

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

Title	Date received <i>(dd/mm/yyyy)</i>	Link to OECD database if available	Reasons for not accepting the specific instance	Did the NCP co-operate with other NCPs during the handling of this specific instance? If yes, please describe.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Choose an item.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Choose an item.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Choose an item.	Click here to enter text.

Total number= Click here to enter text.

END OF QUESTIONNAIRE