
NCP Annual Reporting Questionnaire 2024

A. Contact information (40103)

Please indicate your country: (1035963)

Type: (!/list-dropdown)

A15 - Estonia

Please provide the names, titles and contact information of all the people to be included in the [contacts list](#) on the ONE Community. If relevant, list the NCP's primary contact first.

(1035965)

Type: (X/boilerplate)

Names, job titles and emails of all people to be included: (1035964)

Type: (T/text-long)

Janne Änilane, Executive Officer, NCP Estonia, janne.anilane@ttja.ee; ncp.estonia@ttja.ee

B. Institutional arrangements - (a) Structure, location and composition of the NCP (40104)

1. What is the [structure](#) of the NCP? (1035966)

Type: (L/list-radio)

Single agency

A1

1a. Did the structure of the NCP change in 2024? If yes, please provide details in the comment

box. (1036070)

Type: (O/list-with-comment)

A2 - No

2. Who are the staff of the NCP?

Please describe the functions of the NCP staff.

(1035972)

Type: (T/text-long)

The task of NCP is fulfilled by the Consumer and Business Counselling Department of the Consumer Protection and Technical Regulatory Authority. The task is performed by one employee (0,1 FTE) supported by the Head of Department.

3. Please select all groups represented in the NCP structure (excluding advisory body), and list the members. (1036076)

Type: (P/multiple-opt-comments)

Business (1036151)

Trade unions (1036152)

Civil society (1036153)

Government (include ministry/department/agency they represent) (1036154)

Other NCP members (1036155)

4. Does the NCP have a secretariat ? (1035967)

Type: (L/list-radio)

No

A2

5. Has the NCP been established through a legislative, regulatory or administrative instrument (e.g. a statute, a decree, a ministerial decision)? If yes, please provide the name and date of this instrument, and a link if available, in the comments box. If no link is available, you may upload as an annex. (1035970)

Type: (O/list-with-comment)

A4 - Not established by a legal instrument

NCP is established by the statute of the authority

**Additional comments on the section Structure, location and composition of the NCP :
(1035971)**

Type: (T/text-long)

B. Institutional arrangements - (b) Advisory body (40111)

6. Does the NCP have one or several advisory bodies ? (1035973)

Type: (L/list-radio)

No

Bb5A3

7. If an advisory body provides oversight, please describe the oversight procedure :

(1035977)

Type: (T/text-long)

Additional comments on the section Advisory body(ies) : (1035978)

Type: (T/text-long)

B. Institutional arrangements - (c) Human and financial resources (40112)

8. Does the NCP have dedicated full-time staff members? (1035979)

Type: (L/list-radio)

No

A2

9. Does the NCP have dedicated part-time staff members? (1035981)

Type: (L/list-radio)

Yes

Bc8A1

9. (Continued) Please indicate the number of part-time staff members: (1035982)

Type: (N/numeric)

1

9. (Continued) Please indicate the percentage of time spent on NCP matters for each part-time staff member: (1035983)

Type: (T/text-long)

10%

10.1 Have any full-time staff members joined the NCP during the year? (1035984)

Type: (L/list-radio)

No

Bc9A2

10.2 Have any part-time staff members joined the NCP during the year? (1035988)

Type: (L/list-radio)

No

Bc9A2

11.1 Have any full-time staff members left the NCP during the year? (1035986)

Type: (L/list-radio)

No

A2

11.2 Have any part-time staff members left the NCP during the year? (1035990)

Type: (L/list-radio)

No

A2

12. Did the NCP have a dedicated budget this year? (1035992)

Type: (L/list-radio)

No

N

12. (Continued) If no, were financial resources for promotional activities allocated on an ad hoc basis when requested by the NCP? (1035993)

Type: (L/list-radio)

Yes

A1

12. (Continued) If no, were financial resources for specific instances allocated on an ad hoc basis when requested by the NCP?

Please select N/A (Not Applicable) if the NCP did not handle specific instances this year.

(1035994)

Type: (L/list-radio)

N/A

A4

13. During the year, did the human and financial resources available to the NCP allow it to :

Please select "N/A" if the response was not relevant to the NCP's work in 2024 (e.g. if the NCP did not handle specific instances).

(1035995)

Type: (F/array-flexible-row)

N/A - A3

Handle specific instances in an efficient and timely manner (1036098)

Yes - A1

Conduct promotion (organise events, produce materials, etc.) (1036099)

Yes - A1

Provide support to efforts by their government to develop, implement, and foster coherence of policies to promote RBC (1036157)

Yes - A1

Attend NCP meetings at the OECD (1036100)

Yes - A1

Attend events organised by other NCPs (1036101)

N/A - A3

Attend events organised by stakeholders (1036102)

No - A2

Attend events organised by other government entities (1039893)

N/A - A3

Cover professional mediator fees or in-house mediator fees (1036103)

N/A - A3

Conduct fact-finding research into specific instances (1036104)

Additional comments on the section Human and financial resources : (1036005)

Type: (T/text-long)

B. Institutional arrangements - (d) Reporting (40114)

14. Does the NCP report to the executive on its activities? (1036022)

Type: (L/list-radio)

Yes

A1

14. (Continued) If yes, how often ? (1036023)

Type: (L/list-radio)

On an ongoing basis

A1

15. Does the NCP report to the legislative body on its activities? (1036024)

Type: (L/list-radio)

No

A2

16. Please indicate any other relevant transparency requirement(s) (e.g. access to information or disclosure laws) applicable to the NCP in your country: (1036026)

Type: (T/text-long)

Additional comments on the section Reporting : (1036027)

Type: (T/text-long)

C. Information and promotion - (a) Website (40105)

17. Does the NCP have a website ? (1035998)

Type: (L/list-radio)

Yes

A1

17. (Continued) If yes, please provide the link : (1036028)

Type: (S/text-short)

<https://tja.ee/ariklient/ettevotlus/vastutustundliku-ettevotluse-kontaktpunkt>

17. (continued) Was the website created/renovated this year? (1036078)

Type: (L/list-radio)

The NCP website was not created/renovated in 2024.

A3

18.1 Are the following items available on the NCP website?

Information about the Guidelines and the role of the NCP :

(1036029)

Type: (F/array-flexible-row)

Yes - A1

The text of the Guidelines (1036109)

No - A2

A description of the Guidelines (1036110)

Yes - A1

The OECD Due Diligence Guidance Documents (1036111)

No - A2

Explanatory text about due diligence (1036112)

No - A2

**OECD Recommendation on the Role of Government in Promoting Responsible Business
Conduct (1036158)**

No - A2

Ministerial Declaration on Promoting and Enabling Responsible Business Conduct in the Global Economy (1036159)

Yes - A1

Information on the NCP and its mandate (1036113)

Yes - A1

The NCP Annual Report submitted to the OECD (1036114)

N/A - A3

The NCP's Report to the executive and/or legislative (if applicable) (1036115)

No - A2

The NCP's peer review report (if applicable) (1036116)

18.2 Are the following items available on the NCP website?

Information about specific instances

(1036030)

Type: (F/array-flexible-row)

Yes - A1

Information on how to submit a specific instance (1036117)

Yes - A1

An online form to submit a specific instance (1036118)

Yes - A1

The NCP's case-handling procedures (1036119)

N/A - A3

All final statements since 2011 (1036120)

18.3 Are the following items available on the NCP website?

Information on promotional activities :

(1036031)

Type: (F/array-flexible-row)

N/A - A3

The NCP's promotional plan (1036121)

No - A2

Information on upcoming events promoting the Guidelines (1036122)

No - A2

Information on past events promoting the Guidelines (1036123)

18.4 Are the following items available on the NCP website?

Contact information :

(1036032)

Type: (F/array-flexible-row)

Yes - A1

Information on how to make an enquiry to the NCP (1036124)

No - A2

A phone number to reach the NCP directly (1036125)

Yes - A1

An email address to reach the NCP directly (1036126)

Additional comments on the section NCP website : (1036033)

Type: (T/text-long)

NCP website will be updated in 2025 with the new case handling procedure and the updated online form, as well as other materials (we translated a flyer on OECD Guidelines for businesses that will also be uploaded).

C. Information and promotion - (b) Promotion* (40115)

19. Does the NCP have a promotional plan for the coming year(s)? If yes and it is public, please provide a link in the comments box. (1036034)

Type: (O/list-with-comment)

A2 - No

20. Did the NCP organise or co-organise events to promote the Guidelines and/or the NCP during the year?

If yes, please also provide details in the NCP Reporting Questionnaire Annex document that will be uploaded at the end of the questionnaire.

(1036035)

Type: (L/list-radio)

Yes

A1

21. Did the NCP make a presentation to promote the Guidelines and/or the NCP in events organised by others ?

If yes, please also provide details in the NCP Reporting Questionnaire Annex document that will be uploaded at the end of the questionnaire.

(1036036)

Type: (L/list-radio)

No

A2

22. Did the NCP make use of social media to communicate on NCP promotional activities during the year?

(1036037)

Type: (L/list-radio)

No

A2

23. Did the NCP produce other materials to promote the Guidelines and/or the NCP during the year (includes: flyers, brochures, email campaigns, newsletters, videos, etc.)?

If yes, please provide details in table 3 in Annex 1.

(1039895)

Type: (L/list-radio)

Yes

AO01

24. Did the NCP hold a stakeholder meeting during the year?

(1036038)

Type: (L/list-radio)

Yes

A1

25. Did the NCP promote the Guidelines among the business community during the year?

(1036039)

Type: (L/list-radio)

Yes

A1

26. Did the NCP carry out any training on the Guidelines aimed at businesses during the year?

(1036040)

Type: (L/list-radio)

No

A2

27. Did the NCP promote the Guidelines among NGOs during the year?

(1036041)

Type: (L/list-radio)

No

A2

28. Did the NCP promote the Guidelines among trade unions during the year?

(1036042)

Type: (L/list-radio)

No

A2

29. Did the NCP focus on any of the following during promotional activities during the year:

(1036043)

Type: (F/array-flexible-row)

No - A2

OECD Due Diligence Guidance for Responsible Business Conduct (1036127)

No - A2

OECD Due Diligence Guidance for Responsible Supply Chains in the Garment and Footwear Sector (1036128)

No - A2

Due Diligence for Responsible Corporate Lending and Securities Underwriting and/or Responsible Business Conduct for Institutional Investors and/or Responsible Business Conduct

Due Diligence for Project and Asset Finance Transactions (1036129)

No - A2

OECD Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas (1036130)

No - A2

OECD Due Diligence Guidance for Meaningful Stakeholder Engagement in the Extractive Sector (1036131)

No - A2

OECD-FAO Guidance for Responsible Agricultural Supply Chains (1036132)

No - A2

OECD-FAO Business Handbook on Deforestation and Due Diligence in Agricultural Supply Chains (1040649)

Additional comments on the section Promotional activities : (1036044)

Type: (T/text-long)

In 2024, we had many meetings with government authorities to discuss ways for cooperation and promote the Guidelines, especially in line with the relevant EC directives that have considerably increased the interest towards RBC.

D. Specific Instances - (a) NCP case-handling procedures for specific instances (40106)

30. Does the NCP have case-handling procedures ? (1035999)

Type: (L/list-radio)

Yes

A1

31. Are the case-handling procedures available online ? (1036045)

Type: (L/list-radio)

Yes

A1

31. (Continued) If yes, please provide a link in the text box. (1036046)

Type: (S/text-short)

<https://ttja.ee/en/business-client/entrepreneurship/national-contact-point-responsible-business-conduct>

32. Were the NCP's case-handling procedures modified this year? (1036047)

Type: (L/list-radio)

Yes

A1

32. (continued) If yes, are they aligned with the 2023 version of the Guidelines? (1036079)

Type: (L/list-radio)

Yes

A1

32. (continued) If yes, were stakeholders consulted? (1036080)

Type: (L/list-radio)

Yes

A1

Additional comments on the section Case-handling procedures : (1036048)

Type: (T/text-long)

The case-handling procedures were updated in December 2024. They are currently under translation after which we shall consult OECD Watch and make necessary amendments, if necessary. After that the new procedures will be uploaded on the website.

D. Specific Instances - (b) Specific instances in practice (40116)

33. Has the NCP ever received a specific instance?

(1036049)

Type: (L/list-radio)

No

A2

34. Does the NCP request feedback from the parties on the procedure following the conclusion of a specific instance?

Please select N/A if the NCP has never received a specific instance

(1036050)

Type: (L/list-radio)

N/A

A3

35. Has the NCP staff undergone training in dispute resolution or problem solving during the year (e.g. mediation)?

If yes, please provide details in the comments box.

(1036051)

Type: (O/list-with-comment)

A2 - No

36. Did the NCP conduct mediation this year?

(1036067)

Type: (L/list-radio)

N/A

A3

Additional comments on the section Specific instances in practice : (1036053)

Type: (T/text-long)

D. Specific Instances - (c) Reporting specific instances (40117)

37. Did the NCP receive new specific instance submissions during the year?

If yes, please also provide details in the NCP Reporting Questionnaire Annex document that will be uploaded at the end of the questionnaire.

(1036054)

Type: (L/list-radio)

No

A2

38. Did the NCP close specific instances during the year?

If yes, please also provide details in the NCP Reporting Questionnaire Annex document that will be uploaded at the end of the questionnaire.

(1036055)

Type: (L/list-radio)

No

A2

39. 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 year ?

If yes, please also provide details in the NCP Reporting Questionnaire Annex document that will be uploaded at the end of the questionnaire.

Select NA if no specific instances were in progress at the start of the year.

(1036056)

Type: (L/list-radio)

N/A

A3

40. Did the NCP _ follow up on a case during the year?

If yes, please also provide details in the [NCP Reporting Questionnaire Annex](#) document that will be uploaded at the end of the questionnaire.

Select N/A if no specific instances were concluded before the start of the year.

(1036057)

Type: (L/list-radio)

N/A

A3

41. Is the [OECD database of specific instances](#) accurate and up to date with regard to cases handled by the NCP?

Select N/A if the NCP has never received a specific instance.

(1036058)

Type: (L/list-radio)

N/A

A3

42. Did the NCP submit keywords to be included in all specific instances available in the OECD case database? If not, please submit a [keyword reporting form](#) for each public specific instance. (1039896)

Type: (L/list-radio)

N/A

AO03

Additional comments on the section Reporting specific instances : (1036059)

Type: (T/text-long)

NCP received 11 webforms submitted from the NCP website. However, all of them were erroneously submitted to NCP instead of regular consumer complaints. To solve the confusion among consumers, we added a disclaimer to the webform in Estonian referring them to the correct form.

E. Peer learning and peer reviews (40107)

43. Did the NCP take part in the following activities with other NCPs during the year:

(1035996)

Type: (F/array-flexible-row)

Yes - A1

Host a peer learning activity (1036105)

No - A2

Participate in peer learning activities hosted by other NCPs (1036106)

No - A2

Co-operate with other NCPs in handling specific instances (1036107)

No - A2

Provide mentoring/capacity building to another NCP (1036108)

Yes - A1

Participate in/host a meeting of regional networks of NCPs (excluding during the NCP meetings at the OECD) (1036160)

44. Is the NCP interested in hosting an NCP learning/experience-sharing event in 2025?

(1035997)

Type: (O/list-with-comment)

A2 - No

No resources available fot that

45. Which topic would the NCP consider to be a priority to cover in a peer learning event ?

(1036000)

Type: (S/text-short)

46. Is the NCP interested in participating in developing tools for use by NCPs? (1036001)

Type: (L/list-radio)

Yes

A1

47. Did the NCP act as a peer reviewer during a peer review onsite visit in 2024? (1036083)

Type: (L/list-radio)

No

A2

48. Did the NCP undergo a peer review (onsite visit) in 2024? (1036085)

Type: (L/list-radio)

No

A2

Additional comments on the section Peer-learning and peer reviews :

(1036004)

Type: (T/text-long)

F. Support for government policies to promote RBC* - (a) Promotional work (40108)

49. In 2024, did the NCP promote the Guidelines and/or the OECD due diligence guidance instruments among: (1036089)

Type: (F/array-flexible-row)

Yes - A1

Trade and investment promotion agencies (or other government entity in charge of trade and investment support) (1036163)

No - A2

Embassies abroad (1036162)

Yes - A1

Other relevant government agencies (1036161)

50. Did the NCP promote the Recommendation on the Role of Government in Promoting RBC among relevant government officials during the year? (1036090)

Type: (O/list-with-comment)

A2 - No

51. Did the NCP carry out any activity to promote its role and mandate with other relevant government agencies during the year? (1039962)

Type: (O/list-with-comment)

AO01 - Yes

On 7 June, we participated in the Sustainability Strategy Day organised by the Ministry of Economic Affairs and Communications with the representatives from all the authorities involved in sustainability and RBC issues

Additional comments on the section Promotional work for policy coherence :

(1036020)

Type: (T/text-long)

We had several meetings with other ministries in 2024 discussing the RBC issues and explaining the role of the Guidelines and NCP. Please see the Annex.

**F. Support for government policies to promote RBC - (b) Engagement with relevant officials
(40120)**

52. Is the NCP involved in any intergovernmental coordination mechanism regarding policy areas covered by the Guidelines and/or relevant for RBC?

If yes, please provide a short description of these mechanisms and the NCP's participation therein.

(1039976)

Type: (O/list-with-comment)

AO01 - Yes

NCP has been involved in discussions of CSDDD.

53. Does the NCP coordinate its action / cooperation with other state-based non-judicial grievance mechanisms?

If yes, please explain how.

(1039991)

Type: (O/list-with-comment)

AO02 - No

54. Did the NCP share statements, data and other insights with: (1036074)

Type: (P/multiple-opt-comments)

Officials responsible for public procurement (1036146)

Officials responsible for trade and investment support (including trade missions) (1036144)

Officials responsible for SOEs (1036145)

[X]

Officials in relevant government agencies (including other state-based non-judicial grievance mechanisms) (1036164)

Ministry of Justice, Ministry of Economic Affairs and Communications (CSDDD)

55. Did the NCP inform officials responsible for reviewing eligibility for government support and services* of companies' involvement/engagement in specific instances?

* (e.g. such as trade advocacy, economic diplomacy, or other benefits)

(1036095)

Type: (O/list-with-comment)

A3 - N/A: The NCP has not handled a specific instance

56. To what extent has the NCP engaged or exchanged with public procurement officials/practitioners, trade and investment officials, or SOEs officials? (1036017)

Type: (P/multiple-opt-comments)

As part of a public procurement process (1036147)

As part of dedicated events or training (1036148)

Other (1036149)

[X]

N/A: the NCP has not engaged or exchanged with officials/practitioners in this context (1036150)

57. Please identify any specific initiatives/good practices in your country, involving RBC and other policy areas like public procurement, trade and investment, and/or SOEs. (1036018)

Type: (T/text-long)

58. Please include any other examples of policy coherence activities : (1036019)

Type: (T/text-long)

Additional comments on Engagement with relevant officials (1036096)

Type: (T/text-long)

F. Support for government policies to promote RBC - (c) RBC policy landscape and the role of the NCP (40119)

59. Does the NCP follow and/or provide input, or is the NCP consulted, on policy or regulatory developments to promote RBC?

If yes, please provide a short explanation of how this is done in practice.

(1040015)

Type: (O/list-with-comment)

AO02 - No

RBC is the responsibility of the Ministry of Economic Affairs and Communications

60. Have the Guidelines and/or the OECD due diligence instruments and/or the Recommendation on the Role of Government in Promoting RBC been referred to in national legislation/regulations/policies/economic agreements adopted during the year ?

(1036006)

Type: (M/multiple-opt)

The Guidelines (1040016)

The OECD due diligence instruments (1040017)

The Recommendation on the Role of Government in Promoting RBC (1040018)

Relevant national legislation/regulations/policies/economic agreements were adopted during the year but did not include reference to the above. (1040020)

[X]

N/A: no relevant national legislation/regulations/policies/economic agreements were adopted during the year. (1040019)

61. Did your country adopt a National Action Plan (NAP) on Business and Human Rights or Responsible Business Conduct in 2024 .

(1036008)

Type: (L/list-radio)

No

A2

62. Was a NAP in development in 2024?

(1036011)

Type: (L/list-radio)

No

A2

Additional comments on the section RBC policy landscape and the role of the NCP

(1036094)

Type: (T/text-long)

RBC is the responsibility of the Ministry of Economic Affairs and Communications. NCP is included on an ad hoc basis.

G. Challenges (40113)

63. Has the NCP faced any particular challenge(s) it would like to highlight this year?

(1036021)

Type: (U/text-huge)

Lack of resources and competence is still a huge problem for us. In 2024 December, we received a request from a company to provide verification that no specific instances have been submitted against them. Seems that the request was presented by German authorities based on their national legislation. However, such practice should not become common. There should be ways of explaining the possibility to use the database of specific instances, if needed.

Annex - NCP Promotional activities and Specific instances (40109)

Does the NCP have promotional activity and/or specific instance activity to report in 2024?

You will not be prompted to upload an Annex if you select 'No'.

(1040410)

Type: (L/list-radio)

No

AO02

Additional materials (e.g. case-handling procedures, legislations, flyers, other promotional materials) may be uploaded on the next page. (1036068)

Type: (X/boilerplate)

Additional materials (40110)

Please upload any additional materials relevant to this questionnaire (ex: case-handling procedures, flyers, etc). Please ensure your file names reflect the name of the document before uploading. (1036065)

Type: (/upload-files)

NCP-Annual-Reporting-Questionnaire-2024-Annex_Estonia

No comment

File type "docx"

Last page before submission (40118)

You have reached the last page of the questionnaire before submitting your responses to the OECD Secretariat.

Before submitting the questionnaire, please review your responses using the " Question index " menu. You will be prompted to save and print your responses after hitting submit.

Please click on " Submit " to submit the questionnaire.

(1036066)

Type: (X/boilerplate)

Toggle navigation

NATIONAL CONTACT POINT REPORTING QUESTIONNAIRE 2024

Annex

This document is to provide detailed information on **NCP promotional activities (Part 1 below)** and on **specific instances (Part 2 below)**.

INSTRUCTIONS

This document should be completed and saved locally on a computer and uploaded from the same computer at the end of the online questionnaire in the section “**Annex: NCP Promotion & Specific Instances**” (after question 63).

Please note that only **Word files** (.doc or .docx) can be uploaded.

Guidance and instructions on how to complete the questionnaire ([here](#)) and the annex ([here](#)) are accessible on the NCP O.N.E Community Space.

HELP & ASSISTANCE

Please contact emily.halstead@oecd.org for any help or assistance to complete the questionnaire.

STRUCTURE

Part 1: NCP PROMOTION

Part 2: SPECIFIC INSTANCES

Please enter country name of NCP:

PART 1: NCP PROMOTION

Please provide information on the events organised or co-organised by the NCP (Table 1), events in which the NCP has participated (Table 2) to promote the NCP itself, Guidelines and related due diligence guidance. **Please provide information about non-event promotional activity in Table 3.**

Please add the indicated information in the table below. Any links to recordings or announcements from events may be included in the comments box. They may also be uploaded as documents with the Annex.

Please add additional lines if needed. (Right click and select insert rows. The selection fields can be copied and pasted into the new rows)

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? If co-organised, include details of the co-organiser in comments box	Targeted audience <i>Select all that apply.</i>	Theme/Comments <i>e.g. the OECD Guidelines, the NCP activities on sector due diligence guidance documents, etc.</i>
Meeting with the Ministry of Foreign Affairs, Estonian Centre for International Development (ESTDEV), Ministry of Economic Affairs and Communications and NCP	28 February 2024	Tallinn, Estonia	Meeting	<10	Co-organised	<input type="checkbox"/> Business <input type="checkbox"/> NGOs <input type="checkbox"/> Trade Unions <input type="checkbox"/> Academia <input checked="" type="checkbox"/> Government <input type="checkbox"/> Other, please specify	Discussion about how to implement RBC and Due Diligence in public sector
Nordic-Baltic NCP meeting	13-May-2024	Tallinn, Estonia	Meeting	10-50	Organised	<input type="checkbox"/> Business <input checked="" type="checkbox"/> NGOs <input type="checkbox"/> Trade Unions <input type="checkbox"/> Academia <input checked="" type="checkbox"/> Government <input checked="" type="checkbox"/> Other, please specify other NCPs	Estonian NCP organised a meeting of the Nordic-Baltic NCPs in Tallinn, Estonia, on 13-14 May 2024. We also invited the Secretariat to introduce the TSI chapter of the Guidelines as a web presentation.
Nordic-Baltic NCP online meeting	15-Feb-2025	online	Meeting	10-50	Organised	<input type="checkbox"/> Business <input type="checkbox"/> NGOs <input type="checkbox"/> Trade Unions <input type="checkbox"/> Academia <input checked="" type="checkbox"/> Government <input checked="" type="checkbox"/> Other, please specify other NCPs	Estonian NCP organised an online meeting for Nordic-Baltic NCPs. We also invited the Ukrainian NCP to discuss possibilities and needs for cooperation.

Meeting with the Ministry of Finance	30-May-2024	online	Meeting	<10	Co-organised	<input type="checkbox"/> Business <input type="checkbox"/> NGOs <input type="checkbox"/> Trade Unions <input type="checkbox"/> Academia <input checked="" type="checkbox"/> Government <input type="checkbox"/> Other, please specify	A meeting with the Ministry of Finance to discuss the issues related to the guidelines for businesses in the light of EC directives..
Meeting with the Estonian Business and Innovation Agency	29-Nov-2024	online	Meeting	<10	Co-organised	<input checked="" type="checkbox"/> Business <input type="checkbox"/> NGOs <input type="checkbox"/> Trade Unions <input type="checkbox"/> Academia <input checked="" type="checkbox"/> Government <input type="checkbox"/> Other, please specify	Meeting with the Estonian Business and Innovation Agency (former Enterprise Estonia) to discuss ways of cooperation to promote the Guidelines at events organised by them and prepare materials to introduce the Guidelines and NCP.
Click here to enter text.	Click here to enter a date.	Click here to enter text.	Choose an item.	Choose an item.	Choose an item.	<input type="checkbox"/> Business <input type="checkbox"/> NGOs <input type="checkbox"/> Trade Unions <input type="checkbox"/> Academia <input type="checkbox"/> Government <input type="checkbox"/> Other, please specify	Click here to enter text.
Click here to enter text.	Click here to enter a date.	Click here to enter text.	Choose an item.	Choose an item.	Choose an item.	<input type="checkbox"/> Business <input type="checkbox"/> NGOs <input type="checkbox"/> Trade Unions <input type="checkbox"/> Academia <input type="checkbox"/> Government <input type="checkbox"/> Other, please specify	Click here to enter text.

Additional comments:	
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Total number of events:	5 major events that NCP organised or co-organised to promote the Guidelines and introduce the role of NCP.
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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>Select all that apply.</i>	Organiser(s)	Theme of the intervention
OECD seminar	25-Mar-2024	Tallinn, Estonia	Conference	50-100	<input type="checkbox"/> Business <input type="checkbox"/> NGOs <input type="checkbox"/> Trade Unions <input type="checkbox"/> Academia <input checked="" type="checkbox"/> Government <input type="checkbox"/> Other, please specify	Ministry of Foreign Affairs	Ministry of Foreign Affairs, including the Ambassador to OECD, organised a seminar for government authorities involved in the work related to OECD to discuss the problems and provide best practices.
Sustainability Strategy Day	07-Jun-2024	Tallinn, Estonia	Meeting	10-50	<input type="checkbox"/> Business <input type="checkbox"/> NGOs <input type="checkbox"/> Trade Unions <input type="checkbox"/> Academia <input checked="" type="checkbox"/> Government <input type="checkbox"/> Other, please specify	Ministry of Economic Affairs, Environmental Investment Centre	A meeting for authorities in issues related to sustainability and RBC to discuss ways for cooperation.
OECD roundtable	28-Oct-2024	Tallinn, Estonia	Meeting	10-50	<input type="checkbox"/> Business <input type="checkbox"/> NGOs <input type="checkbox"/> Trade Unions <input type="checkbox"/> Academia <input checked="" type="checkbox"/> Government <input type="checkbox"/> Other, please specify	Ministry of Foreign Affairs, Estonian Representation to OECD	Meeting with authorities working with issues related to OECD to provide an overview of the topics, discuss problems and ways for cooperation.
Click here to enter text.	Click here to enter a date.	Click here to enter text.	Choose an item.	Choose an item.	<input type="checkbox"/> Business <input type="checkbox"/> NGOs <input type="checkbox"/> Trade Unions <input type="checkbox"/> Academia <input type="checkbox"/> Government <input type="checkbox"/> Other, please specify	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter a date.	Click here to enter text.	Choose an item.	Choose an item.	<input type="checkbox"/> Business <input type="checkbox"/> NGOs <input type="checkbox"/> Trade Unions <input type="checkbox"/> Academia <input type="checkbox"/> Government <input type="checkbox"/> Other, please specify	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter a date.	Click here to enter text.	Choose an item.	Choose an item.	<input type="checkbox"/> Business <input type="checkbox"/> NGOs <input type="checkbox"/> Trade Unions <input type="checkbox"/> Academia <input type="checkbox"/> Government <input type="checkbox"/> Other, please specify	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter a date.	Click here to enter text.	Choose an item.	Choose an item.	<input type="checkbox"/> Business <input type="checkbox"/> NGOs <input type="checkbox"/> Trade Unions	Click here to enter text.	Click here to enter text.

					<input type="checkbox"/> Academia <input type="checkbox"/> Government <input type="checkbox"/> Other, please specify		
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Additional comments:	
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Total number of events:	3
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TABLE 3

Other promotional materials produced by the NCP

(see the drop-down menu under 'Type of product' for examples)

Title	Release date (dd/mm/yyyy)	Type of product	Description of activity (modalities)	Size of audience reached, if applicable	Targeted audience <i>Select all that apply.</i>	Theme of the intervention
OECD Guidelines RBC flyer	20-May-2024	Flyer	Estonian translation of the OECD Guidelines RBC flyer	10-50	<input checked="" type="checkbox"/> Business <input type="checkbox"/> NGOs <input type="checkbox"/> Trade Unions <input type="checkbox"/> Academia <input checked="" type="checkbox"/> Government <input type="checkbox"/> Other, please specify	NCP website will be renewed in 2025 and the flyer will be uploaded on the new website.
Click here to enter text.	Click here to enter a date.	Choose an item.	Click here to enter text.	Choose an item.	<input type="checkbox"/> Business <input type="checkbox"/> NGOs <input type="checkbox"/> Trade Unions <input type="checkbox"/> Academia <input type="checkbox"/> Government <input type="checkbox"/> Other, please specify	Click here to enter text.
Click here to enter text.	Click here to enter a date.	Choose an item.	Click here to enter text.	Choose an item.	<input type="checkbox"/> Business <input type="checkbox"/> NGOs <input type="checkbox"/> Trade Unions <input type="checkbox"/> Academia <input type="checkbox"/> Government <input type="checkbox"/> Other, please specify	Click here to enter text.
Click here to enter text.	Click here to enter a date.	Choose an item.	Click here to enter text.	Choose an item.	<input type="checkbox"/> Business <input type="checkbox"/> NGOs <input type="checkbox"/> Trade Unions <input type="checkbox"/> Academia <input type="checkbox"/> Government <input type="checkbox"/> Other, please specify	Click here to enter text.
Click here to enter text.	Click here to enter a date.	Choose an item.	Click here to enter text.	Choose an item.	<input type="checkbox"/> Business <input type="checkbox"/> NGOs <input type="checkbox"/> Trade Unions <input type="checkbox"/> Academia <input type="checkbox"/> Government <input type="checkbox"/> Other, please specify	Click here to enter text.
Click here to enter text.	Click here to enter a date.	Choose an item.	Click here to enter text.	Choose an item.	<input type="checkbox"/> Business <input type="checkbox"/> NGOs <input type="checkbox"/> Trade Unions <input type="checkbox"/> Academia <input type="checkbox"/> Government <input type="checkbox"/> Other, please specify	Click here to enter text.
Click here to enter text.	Click here to enter a date.	Choose an item.	Click here to enter text.	Choose an item.	<input type="checkbox"/> Business <input type="checkbox"/> NGOs <input type="checkbox"/> Trade Unions <input type="checkbox"/> Academia <input type="checkbox"/> Government <input type="checkbox"/> Other, please specify	Click here to enter text.
Click here to enter text.	Click here to enter a date.	Choose an item.	Click here to enter text.	Choose an item.	<input type="checkbox"/> Business <input type="checkbox"/> NGOs	Click here to enter text.

					<input type="checkbox"/> Trade Unions <input type="checkbox"/> Academia <input type="checkbox"/> Government <input type="checkbox"/> Other, please specify	
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PART 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 pending initial assessment, or 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 after initial assessment).
4. Specific instances for which **follow up** was performed during the year (the NCP monitored whether the agreement reached by the parties or its recommendations to the parties have been implemented)

Please add additional lines if needed.

We encourage all NCPs to inform the OECD Secretariat on received specific instances and to provide statements as soon as they become available, in order to keep the OECD database updated at all times. For all specific instances that have not yet been reported to the OECD Secretariat, please complete and send this [form](#) to ncp-specific-instances@oecd.org¹.

¹ According to paragraph 53 of the Commentaries on the Implementation Procedures of the OECD Guidelines for Multinational Enterprises on Responsible Business Conduct, “[...] NCPs will submit their annual report to the WPRBC and 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. The WPRBC will provide the Committee with an analysis of NCP annual reports to include in the Annual Report on the Guidelines. NCP annual reports should include specific instances in Coordination, Initial Assessment, Good offices, Conclusion or Follow-up.”.

For all specific instances that are currently IN PROGRESS:

Names of parties²	Date received (dd/mm/yyyy)	Submitter type (NGO, trade union,, etc—see list in reporting form)	Industry sector (Construction, manufacturing, etc—see list in reporting form)	Country/ies where the issues are taking place	Themes (MNE Guidelines chapters)	Date of initial assessment (leave blank if pre-IA)	Link to OECD database and/or public statement, if available	Did the NCP coordinate with other NCPs in the handling of this specific instance? If yes, which NCP(s).
Click here to enter text.	Click here to enter a date.	Choose an item.	Choose an item.	Click here to enter text.	Click here to enter text.	Click or tap to enter a date.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter a date.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click or tap to enter a date.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter a date.	Choose an item.	Choose an item.	Click here to enter text.	Click here to enter text.	Click or tap to enter a date.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter a date.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click or tap to enter a date.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter a date.	Choose an item.	Choose an item.	Click here to enter text.	Click here to enter text.	Click or tap to enter a date.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter a date.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click or tap to enter a date.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter a date.	Choose an item.	Choose an item.	Click here to enter text.	Click here to enter text.	Click or tap to enter a date.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter a date.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click or tap to enter a date.	Click here to enter text.	Click here to enter text.

Additional comments:

Total number of specific instances in progress:

² If the NCP's case-handling procedures prevent disclosing such information while the case is pending, please include generic information such as 'a company active in such sector' or 'an environmental NGO'.

For all specific instances that were CONCLUDED during the year:

Names of parties	Date received (dd/mm/yyyy)	Date concluded (dd/mm/yyyy)	Submitter type (NGO, trade union,, etc—see list in reporting form)	Industry sector (Construction, manufacturing, etc—see list in reporting form)	Country/ies where the issues are taking place	Themes (MNE Guidelines chapters)	Link to OECD database if available	Outcomes achieved	Does the final statement plan for a follow up?	Did the NCP coordinate with other NCPs in the handling of this specific instance? If yes, which NCPs.	Were parallel proceedings involved while handling the specific instance? If yes, please select the type.
Click here to enter text.	Click here to enter a date.	Click here to enter a date.	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.	Choose an item.	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.	Click here to enter a date.	Click here to enter a date.	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.	Choose an item.	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.	Click here to enter a date.	Click here to enter a date.	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.	Choose an item.	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.	Click here to enter a date.	Click here to enter a date.	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.	Choose an item.	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.	Click here to enter a date.	Click here to enter a date.	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.	Choose an item.	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.	Click here to enter a date.	Click here to enter a date.	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.	Choose an item.	Click here to enter text.	Choose an item.
			Click here to enter text.	Click here to enter text.							Click here to enter text.

Additional comments:	
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Total number of specific instances concluded:	
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For all specific instances that were NOT ACCEPTED during the year:

Names of parties 3	Date received (dd/mm/yyyy)	Date concluded (dd/mm/yyyy)	Submitter type (NGO, trade union,, etc—see list in reporting form)	Industry sector (Construction, manufacturing, etc—see list in reporting form)	Country/ies where the issues are taking place	Themes (MNE Guidelines chapters)	Link to OECD database if available	Reasons for not accepting the specific instance:	Did the NCP coordinate with other NCPs during the handling of this specific instance? If yes, which NCPs.	Were parallel proceedings involved while handling the specific instance? If yes, please select the type.
Click here to enter text.	Click here to enter a date.	Click here to enter a date.	Choose an item.	Choose an item.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Choose an item.	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.	Click here to enter a date.	Click here to enter a date.	Choose an item.	Choose an item.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Choose an item.	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.	Click here to enter a date.	Click here to enter a date.	Choose an item.	Choose an item.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Choose an item.	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.	Click here to enter a date.	Click here to enter a date.	Choose an item.	Choose an item.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Choose an item.	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.	Click here to enter a date.	Click here to enter a date.	Choose an item.	Choose an item.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Choose an item.	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.	Click here to enter a date.	Click here to enter a date.	Choose an item.	Choose an item.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Choose an item.	Click here to enter text.	Choose an item.
			Click here to enter text.	Click here to enter text.						Click here to enter text.

Additional comments:	Estonian NCP received 11 specific instances through our webform. Unfortunately, all of them were national consumer complaints that were erroneously submitted to NCP. The complaints were forwarded to the relevant system and a disclaimer was added on the webform in the Estonian language indicating the correct site for national complaints.
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³ If, following an initial assessment, the NCP has decided not to disclose the name of one or several parties pursuant to paragraph 40 of the Procedures, please include generic information for that/those party/ies such as ‘a company active in such sector’ or ‘an environmental NGO’.

Total number of specific instances not accepted:	
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For all specific instances for which FOLLOW UP was performed during the year:

Names of parties	Date received (dd/mm/yyyy)	Date concluded (dd/mm/yyyy)	Date of follow up (dd/mm/yyyy)	Submitter type (NGO, trade union,, etc—see list in reporting form)	Industry sector (Construction, manufacturing, etc—see list in reporting form)	Country/ies	Themes (MNE Guidelines chapters)	Was a public follow up statement issued?	Link to the follow up statement, if applicable
Click here to enter text.	Click here to enter a date.	Click here to enter a date.	Click here to enter a date.	Choose an item.	Choose an item.	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.	Click here to enter a date.	Click here to enter a date.	Click here to enter a date.	Choose an item.	Choose an item.	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.	Click here to enter a date.	Click here to enter a date.	Click here to enter a date.	Choose an item.	Choose an item.	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.	Click here to enter a date.	Click here to enter a date.	Click here to enter a date.	Choose an item.	Choose an item.	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.	Click here to enter a date.	Click here to enter a date.	Click here to enter a date.	Choose an item.	Choose an item.	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.	Click here to enter a date.	Click here to enter a date.	Click here to enter a date.	Choose an item.	Choose an item.	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.				

Additional comments:

Total number of follow ups:	
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