

## NATIONAL CONTACT POINT REPORTING QUESTIONNAIRE 2023

### 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 Promotional activities & Specific Instances**” (after question 60).

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](mailto:emily.halstead@oecd.org) for any help or assistance to complete the questionnaire.

#### STRUCTURE

**Part 1: NCP PROMOTIONAL ACTIVITIES**

**Part 2: SPECIFIC INSTANCES**

Please enter country name of NCP:

## PART 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 (Table 2) to promote the NCP itself, Guidelines and related due diligence guidance.**

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>
RBC/NCP round table	30-May-2023	Ministry of Economic Affairs and Communications, Tallinn	Meeting	<10	Organised	<input checked="" type="checkbox"/> Business <input checked="" type="checkbox"/> NGOs <input checked="" type="checkbox"/> Trade Unions <input type="checkbox"/> Academia <input checked="" type="checkbox"/> Government <input type="checkbox"/> Other, please specify	Discussing options for cooperation and promotion of the updated guidelines
Updated OECD Guidelines for Multinational Enterprises	21-Sep-2023	Ministry of Economic Affairs and Communications, Tallinn	Meeting	10-50	Organised	<input checked="" type="checkbox"/> Business <input checked="" type="checkbox"/> NGOs <input checked="" type="checkbox"/> Trade Unions <input checked="" type="checkbox"/> Academia <input checked="" type="checkbox"/> Government <input type="checkbox"/> Other, please specify	Introduction of the updated guidelines during the peer-review on-site visit.
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	Click here to enter text.

						<input type="checkbox"/> Academia <input type="checkbox"/> Government <input type="checkbox"/> Other, please specify	
Click here to enter text.	Click here to enter a date.	Click here to enter text.	<b>Choose an item.</b>	<b>Choose an item.</b>	<b>Choose an item.</b>	<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.	<b>Choose an item.</b>	<b>Choose an item.</b>	<b>Choose an item.</b>	<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.	<b>Choose an item.</b>	<b>Choose an item.</b>	<b>Choose an item.</b>	<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.

<b>Additional comments:</b>	
-----------------------------	--

<b>Total number of events:</b>	2
--------------------------------	---

TABLE 2

Presentations by the NCP to promote the Guidelines and/or the NCP in events organised by others

Title	Date <i>(dd/mm/yyyy)</i>	Location	Type of event	Size of audience	Targeted audience <i>Select all that apply.</i>	Organiser(s)	Theme of the intervention
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.	<b>Choose an item.</b>	<b>Choose an item.</b>	<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.	<b>Choose an item.</b>	<b>Choose an item.</b>	<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.	<b>Choose an item.</b>	<b>Choose an item.</b>	<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.	<b>Choose an item.</b>	<b>Choose an item.</b>	<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.	<b>Choose an item.</b>	<b>Choose an item.</b>	<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.	<b>Choose an item.</b>	<b>Choose an item.</b>	<input type="checkbox"/> Business <input type="checkbox"/> NGOs <input type="checkbox"/> Trade Unions <input type="checkbox"/> Academia <input type="checkbox"/> Government	Click here to enter text.	Click here to enter text.

					<input type="checkbox"/> Other, please specify		
--	--	--	--	--	--	--	--

<b>Additional comments:</b>	
-----------------------------	--

<b>Total number of events:</b>	0\
--------------------------------	----

## 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.org](mailto:ncp-specific-instances@oecd.org)<sup>1</sup>.

---

<sup>1</sup> 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:**

<b>Names of parties<sup>2</sup></b>	<b>Date received</b> (dd/mm/yyyy)	<b>Submitter type</b> (NGO, trade union,, etc—see list in <a href="#">reporting form</a> )	<b>Industry sector</b> (Construction, manufacturing, etc—see list in <a href="#">reporting form</a> )	<b>Country/ies where the issues are taking place</b>	<b>Themes</b> (MNE Guidelines chapters)	<b>Date of initial assessment</b> (leave blank if pre-IA)	<b>Link to OECD database and/or public statement, if available</b>	<b>Did the NCP coordinate with other NCPs in the handling of this specific instance? If yes, which NCP(s).</b>
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:**

<sup>2</sup> 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:**

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

--

**Total number of specific instances concluded:**

--

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

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

**Total number of specific instances not accepted:**

<sup>3</sup> 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’.

**For all specific instances for which FOLLOW UP was performed during the year:**

<b>Names of parties</b>	<b>Date received</b> (dd/mm/yyyy)	<b>Date concluded</b> (dd/mm/yyyy)	<b>Date of follow up</b> (dd/mm/yyyy)	<b>Submitter type</b> (NGO, trade union,, etc—see list in <a href="#">reporting form</a> )	<b>Industry sector</b> (Construction, manufacturing, etc—see list in <a href="#">reporting form</a> )	<b>Country/ies</b>	<b>Themes</b> (MNE Guidelines chapters)	<b>Was a public follow up statement issued?</b>	<b>Link to the follow up statement, if applicable</b>
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:**



---

# NCP Annual Reporting Questionnaire 2023

---

**A. Contact information (35133)**

**Please indicate your country: (894949)**

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:**

**(894953)**

Type: (X/boilerplate)

**Names, job titles and emails of all people to be included: (894950)**

Type: (T/text-long)

Janne Änilane, Executive Officer, NCP Estonia, [janne.anilane@ttja.ee](mailto:janne.anilane@ttja.ee); [ncp.estonia@ttja.ee](mailto:ncp.estonia@ttja.ee)  
Kristina Vaksmaa-Tammaru, Head of Consumer and Business Counselling Department,  
[kristina.tammaru@ttja.ee](mailto:kristina.tammaru@ttja.ee)

---

**B. Institutional arrangements - (a) Structure, location and composition of the NCP (35134)**

**1. What is the [structure](#) of the NCP? (894955)**

Type: (L/list-radio)

Single agency

**A1**

**1a. Did the structure of the NCP change in 2023? If yes, please provide details in the comment box at the end of this section. (895069)**

Type: (L/list-radio)

No

**A2**

---

## 2. Who are the staff of the NCP?

Please describe the functions of the NCP staff.

**(894962)**

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. (898399)

Type: (P/multiple-opt-comments)

**Business (898400)**

**Trade unions (898401)**

**Civil society (898402)**

---

**Government (include ministry/department/agency they represent) (898403)**

**Other NCP members (898404)**

**4. Does the NCP have a secretariat ? (894956)**

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. (894959)**

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 :**

**(894961)**

Type: (T/text-long)

---

**B. Institutional arrangements - (b) Advisory body (35141)**

**6. Does the NCP have one or several advisory bodies ? (894963)**

Type: (L/list-radio)

No

**Bb5A3**

**7. If an advisory body provides oversight, please describe the oversight procedure : (894968)**

Type: (T/text-long)

**Additional comments on the section Advisory body(ies) : (894969)**

Type: (T/text-long)

---

**B. Institutional arrangements - (c) Human and financial resources (35142)**

**8. Does the NCP have dedicated full-time staff members? (894970)**

Type: (L/list-radio)

No

**A2**

**9. Does the NCP have dedicated part-time staff members? (894972)**

Type: (L/list-radio)

Yes

**Bc8A1**

**9. (Continued) Please indicate the number of part-time staff members: (894973)**

Type: (N/numeric)

1

---

**9. (Continued) Please indicate the percentage of time spent on NCP matters for each part-time staff member: (894974)**

Type: (T/text-long)

10%

**10.1 Have any full-time staff members joined the NCP during the year? (894975)**

Type: (L/list-radio)

No

**Bc9A2**

**10.2 Have any part-time staff members joined the NCP during the year? (894979)**

Type: (L/list-radio)

No

**Bc9A2**

---

**11.1 Have any full-time staff members left the NCP during the year? (894977)**

Type: (L/list-radio)

No

**A2**

**11.2 Have any part-time staff members left the NCP during the year? (894981)**

Type: (L/list-radio)

No

**A2**

**12. Did the NCP have a dedicated budget this year? (894983)**

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? (894984)**

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.

**(894985)**

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 2023 (e.g. if the NCP did not handle specific instances).

**(894986)**

Type: (F/array-flexible-row)

N/A - A3

**Handle specific instances in an efficient and timely manner (895076)**

Yes - A1

**Organise promotional events (895077)**

Yes - A1

**Provide support to efforts by their government to develop, implement, and foster coherence of policies to promote RBC (898703)**

Yes - A1

**Attend NCP meetings at the OECD (895078)**

Yes - A1

**Attend events organised by other NCPs (895079)**

---

Yes - A1

**Attend events organised by stakeholders (895080)**

N/A - A3

**Cover professional mediator fees or in-house mediator fees (895081)**

N/A - A3

**Conduct fact-finding research into specific instances (895082)**

**Additional comments on the section Human and financial resources : (894996)**

Type: (T/text-long)

As the NCP meetings have been hybrid meetings, we have been instructed to join such meetings online, if possible. Therefore, we did not attend the meetings in Paris in person this year.

---

**B. Institutional arrangements - (d) Reporting (35144)**

**14. Does the NCP report to the executive on its activities? (895014)**

Type: (L/list-radio)

Yes

**A1**

**14. (Continued) If yes, how often ? (895015)**

Type: (L/list-radio)

On an ongoing basis

**A1**

**15. Does the NCP report to the legislative body on its activities? (895016)**

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: (895018)**

Type: (T/text-long)

**Additional comments on the section Reporting : (895019)**

Type: (T/text-long)

---

**C. Information and promotion - (a) Website (35135)**

**17. Does the NCP have a website ? (894989)**

Type: (L/list-radio)

Yes

**A1**

**17. (Continued) If yes, please provide the link : (895020)**

Type: (S/text-short)

<https://ttja.ee/ariklient/ettevotlus/vastutustundliku-ettevotluse-kontaktpunkt>; <https://ttja.ee/en/business-client/entrepreneurship/national-contact-point-responsible-business-conduct>

**17. (continued) Was the website created/renovated this year? (898704)**

Type: (L/list-radio)

The NCP website was not created/renovated in 2023.

**A3**

---

**18.1 Are the following items available on the NCP website?**

**Information about the Guidelines and the role of the NCP :**

**(895021)**

Type: (F/array-flexible-row)

Yes - A1

**The text of the Guidelines (895087)**

No - A2

**A description of the Guidelines (895088)**

Yes - A1

**The OECD Due Diligence Guidance Documents (895089)**

No - A2

**Explanatory text about due diligence (895090)**

No - A2

**OECD Recommendation on the Role of Government in Promoting Responsible Business  
Conduct (898705)**

---

No - A2

**Ministerial Declaration on Promoting and Enabling Responsible Business Conduct in the Global Economy (898706)**

Yes - A1

**Information on the NCP and its mandate (895091)**

Yes - A1

**The NCP Annual Report submitted to the OECD (895092)**

N/A - A3

**The NCP's Report to the executive and/or legislative (if applicable) (895093)**

N/A - A3

**The NCP's peer review report (if applicable) (895094)**

---

**18.2 Are the following items available on the NCP website?**

**Information about specific instances**

**(895022)**

Type: (F/array-flexible-row)

Yes - A1

**Information on how to submit a specific instance (895095)**

Yes - A1

**An online form to submit a specific instance (895096)**

Yes - A1

**The NCP's rules of procedure (895097)**

No - A2

**All final statements since 2011 (895098)**

---

**18.3 Are the following items available on the NCP website?**

**Information on promotional activities :**

**(895023)**

Type: (F/array-flexible-row)

No - A2

**The NCP's promotional plan (895099)**

No - A2

**Information on upcoming events promoting the Guidelines (895100)**

No - A2

**Information on past events promoting the Guidelines (895101)**

---

**18.4 Are the following items available on the NCP website?**

**Contact information :**

**(895024)**

Type: (F/array-flexible-row)

Yes - A1

**Information on how to make an enquiry to the NCP (895102)**

No - A2

**A phone number to reach the NCP directly (895103)**

Yes - A1

**An email address to reach the NCP directly (895104)**

**Additional comments on the section NCP website : (895025)**

Type: (T/text-long)

In 2023, we uploaded online forms to the website in addition to the pdf forms.

---

**C. Information and promotion - (b) Promotional activities\* (35145)**

**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. (895026)**

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.

**(895027)**

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.

**(895028)**

Type: (L/list-radio)

No

**A2**

---

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

**(895029)**

Type: (L/list-radio)

No

**A2**

**23. Did the NCP hold a stakeholder meeting during the year?**

**(895030)**

Type: (L/list-radio)

Yes

**A1**

---

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

**(895031)**

Type: (L/list-radio)

Yes

**A1**

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

**(895032)**

Type: (L/list-radio)

Yes

**A1**

---

**26. Did the NCP promote the Guidelines among NGOs during the year?**

**(895033)**

Type: (L/list-radio)

Yes

**A1**

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

**(895034)**

Type: (L/list-radio)

Yes

**A1**

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

**(895038)**

Type: (F/array-flexible-row)

No - A2

---

**OECD Due Diligence Guidance for Responsible Business Conduct (895105)**

No - A2

**OECD Due Diligence Guidance for Responsible Supply Chains in the Garment and Footwear Sector (895106)**

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 (895107)**

No - A2

**OECD Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas (895108)**

No - A2

**OECD Due Diligence Guidance for Meaningful Stakeholder Engagement in the Extractive Sector (895109)**

No - A2

**OECD-FAO Guidance for Responsible Agricultural Supply Chains (895110)**

---

**Additional comments on the section Promotional activities : (895039)**

Type: (T/text-long)

---

**D. Specific Instances - (a) NCP case-handling procedures for specific instances (35136)**

**29. Does the NCP have case-handling procedures ? (894990)**

Type: (L/list-radio)

Yes

**A1**

**30. Are the case-handling procedures available online ? (895040)**

Type: (L/list-radio)

Yes

**A1**

**30. (Continued) If yes, please provide a link in the text box. (895041)**

Type: (S/text-short)

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

---

**31. Were the NCP's case-handling procedures modified this year? (895042)**

Type: (L/list-radio)

No

**A2**

**31. (continued) If no, what are the NCP's plans to update its case-handling procedures in alignment with the 2023 version of the Guidelines?**

**Please indicate estimated completion date and provide relevant details in the comments box.**

**(898709)**

Type: (O/list-with-comment)

A1 - Q1 2024

Based on the recommendations of the peer review report, we are revising our structure and location and, based on that, will revise the case handling procedure.

---

**Additional comments on the section Case-handling procedures : (895043)**

Type: (T/text-long)

---

**D. Specific Instances - (b) Specific instances in practice (35146)**

**32. Has the NCP ever received a specific instance?**

**(895044)**

Type: (L/list-radio)

No

**A2**

**33. 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

**(895045)**

Type: (L/list-radio)

N/A

**A3**

---

**34. Has the NCP staff undergone training in dispute resolution or problem solving (e.g. mediation)?**

**(895046)**

Type: (L/list-radio)

No

**A2**

**35. Did the NCP conduct mediation this year?**

**(895066)**

Type: (L/list-radio)

N/A

**A3**

**Additional comments on the section Specific instances in practice : (895048)**

Type: (T/text-long)

We did receive a specific instance in 2021, but as it took place in Latvia, we transferred the case to Latvian NCP and acted as a support.



---

**D. Specific Instances - (c) Reporting specific instances (35147)**

**36. 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.

**(895049)**

Type: (L/list-radio)

No

**A2**

**37. 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.

**(895050)**

Type: (L/list-radio)

No

**A2**

---

**38. 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.

**(895051)**

Type: (L/list-radio)

N/A

**A3**

---

**39. 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.

**(895052)**

Type: (L/list-radio)

N/A

**A3**

**40. 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.

**(895053)**

Type: (L/list-radio)

N/A

**A3**

---

**Additional comments on the section Reporting specific instances : (895054)**

Type: (T/text-long)

---

**E. Peer learning and peer reviews (35137)**

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

**(894987)**

Type: (F/array-flexible-row)

Yes - A1

**Host a peer learning activity (895083)**

No - A2

**Participate in peer learning activities hosted by other NCPs (895084)**

No - A2

**Co-operate with other NCPs in handling specific instances (895085)**

No - A2

**Provide mentoring/capacity building to another NCP (895086)**

Yes - A1

**Participate in/host a meeting of regional networks of NCPs (excluding during the NCP meetings at the OECD) (898711)**

---

**42. Is the NCP interested in hosting an NCP learning/experience-sharing event in 2024?**

**(894988)**

Type: (L/list-radio)

No

**A2**

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

**(894991)**

Type: (S/text-short)

case handling

**44. Is the NCP interested in participating in developing tools for use by NCPs? (894992)**

Type: (L/list-radio)

Yes

**A1**

---

**45. Did the NCP act as a peer reviewer during a peer review onsite visit in 2023? (898712)**

Type: (L/list-radio)

No

**A2**

**46. Did the NCP undergo a peer review (onsite visit) in 2023? (898714)**

Type: (L/list-radio)

Yes

**A1**

**46. (continued) If yes, please specify the date on which the onsite visit began. (898715)**

Type: (D/date)

19.09.2023

---

**47. Is the NCP interested in acting as a peer reviewer in 2024? (894993)**

Type: (L/list-radio)

No

**A2**

**47. (continued) If no, please specify the NCP's earliest availability to act as a peer reviewer.**

**(898716)**

Type: (S/text-short)

We have been offered opportunities for participation in peer reviews. However, such offers have been sent at a very short notice, which has made the participation impossible due to the workload and financial resources. Such offers should be sent at least 6 months in advance to be able to prepare for it.

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

**(894995)**

Type: (T/text-long)

---

**F. Support for government policies to promote RBC\* - (a) Promotional work (35138)**

**48. Did the NCP have resources to provide support for government policies to promote RBC in 2023? (898717)**

Type: (L/list-radio)

Yes

**A1**

**49. In 2023, did the NCP promote the Guidelines among: (898718)**

Type: (F/array-flexible-row)

No - A2

**Embassies abroad (898720)**

Yes - A1

**Trade and investment promotion agencies (or other government entity in charge of trade and investment support) (898721)**

Yes - A1

**Government agencies (898719)**

---

**50. Did the NCP promote the Recommendation on the Role of Government in Promoting RBC among relevant government officials during the year? (898726)**

Type: (O/list-with-comment)

A2 - No

RBC policies are the responsibility of the Ministry of Economic Affairs and Communications

**Additional comments on the section Promotional work for policy coherence :**

**(895011)**

Type: (T/text-long)

---

**F. Support for government policies to promote RBC - (b) RBC policy landscape and the role of the NCP (35382)**

**51. Have the Guidelines 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?**

(e.g. on responsible business conduct, non-financial reporting, export credits, public procurement, trade and investment)

**(894997)**

Type: (L/list-radio)

No

**A2**

---

**52. Did your country adopt a National Action Plan (NAP) on Business and Human Rights or Responsible Business Conduct this year?**

**(894999)**

Type: (L/list-radio)

No

**A2**

**53. Was a NAP in development this year?**

**(895002)**

Type: (L/list-radio)

No

**A2**

---

**54. Does your national legislation or policy on public procurement refer to the Guidelines and/or OECD due diligence instruments and/or to the NCP process ? (895006)**

Type: (L/list-radio)

No

**A2**

**Additional comments on the section RBC policy landscape and the role of the NCP (899014)**

Type: (T/text-long)

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

---

**F. Support for government policies to promote RBC - (c) Engagement with relevant officials  
(35398)**

---

**55. Did the NCP share statements, data and other insights with: (895073)**

Type: (P/multiple-opt-comments)

**Officials responsible for public procurement (895128)**

[X]

**Officials responsible for trade and investment support (including trade missions) (895126)**

Enterprise Estonia

**Officials responsible for SOEs (895127)**

[X]

**Officials in relevant government agencies (899015)**

Ministry of Foreign Affairs, Ministry of Justice, Ministry of Finance, Ministry of Economic Affairs and Communications

---

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

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

**(899016)**

Type: (L/list-radio)

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

**A3**

---

**57. To what extent has the NCP engaged or exchanged with public procurement officials/practitioners, trade and investment officials, or SOEs officials? (895008)**

Type: (P/multiple-opt-comments)

**As part of a public procurement process (895129)**

[X]

**As part of dedicated events or training (895130)**

Meetings with stakeholders and a training during the peer review on-site visit

**Other (895131)**

**N/A: the NCP has not engaged or exchanged with officials/practitioners in this context (895132)**

---

**58. 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. (895009)**

Type: (T/text-long)

**59. Please include any other examples of policy coherence activities : (895010)**

Type: (T/text-long)

**Additional comments on Engagement with relevant officials (899017)**

Type: (T/text-long)

---

## G. Challenges (35143)

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

**(895012)**

Type: (U/text-huge)

In 2023, Estonia participated in a peer review, which was a challenging and very interesting event, which gave us many good ideas and suggestions we are currently trying to discuss with policy-makers and stakeholders.

---

## Annex - NCP Promotional activities and Specific instances (35139)

Please provide detailed information on NCP promotional activities (Annex Part I) and on specific instances (Annex Part 2) by filling out and uploading the [NCP Reporting Questionnaire 2023 Annex](#) document.

### Instructions:

1. Download the NCP Reporting Questionnaire Annex 2023 word document available [here](#) on the NCP O.N.E Community Space.
2. Fill in the document and save it locally on your computer.
3. Upload the document by clicking on the "Upload files" button below.

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

Please contact [emily.halstead@oecd.org](mailto:emily.halstead@oecd.org) for assistance in downloading and/or uploading the document.

(895056)

Type: (/upload-files)

No comment

File type "docx"

---

**Additional materials (e.g. case-handling procedures, legislations, flyers, other promotional materials) may be uploaded on the next page. (895067)**

Type: (X/boilerplate)

---

**Additional materials (35140)**

**Please upload any additional materials relevant to this questionnaire (ex: case-handling procedures, flyers, etc): (895064)**

Type: (/upload-files)

---

**Last page before submission (35148)**

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

**Before submitting the questionnaire by clicking on " Submit ", you may view your responses by clicking on the " Print " icon and save your responses by clicking on the " Save progress and resume later " icon at the bottom of the page.**

**Please click on " Submit " to submit the questionnaire.**

**(895065)**

Type: (X/boilerplate)

---

Toggle navigation

- [Exit and clear survey](#)