

## NCP Annual Reporting Questionnaire 2021

**For reference only: the questionnaire must be completed online**

<b>A. CONTACT INFORMATION</b>	
<i>Please provide the contact information of the person filling in the questionnaire.</i>	
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<b>B. INSTITUTIONAL ARRANGEMENTS</b>	
<b>(a) Structure, location and composition of the NCP</b>	
1. What is the <u>structure of the NCP</u> ?	Multipartite
2. Who are the members of the NCP? <i>Please describe the functions of the members of the NCP and the ministry/agency or stakeholder organisation they represent. No names are required.</i>	Directorate-General for Economic Activities (Ministry of Economy and Digital Transition) and Trade & Investment Agency (Ministry of Foreign Affairs)
3. If the NCP is not a <u>single-agency NCP</u> , does it have a <u>secretariat</u> ?	No
If yes, in which ministry or agency?	Click here to enter text.
If yes, in which department of the ministry or agency?	Click here to enter text.
4. Has the NCP been established through a legislative, regulatory or administrative instrument (e.g. a statute, a decree, a ministerial resolution)?	No
If yes, please provide the name and date of this instrument, and a link if available	Click here to enter text.
<i>Additional comments on <b>Structure, location and composition of the NCP</b></i> Click here to enter text.	
<b>(b) Advisory body</b>	
5. Does the NCP have one or several <u>advisory bodies</u> ?	No
If the NCP has several advisory bodies, please specify.	Click here to enter text.
If yes, please describe the advisory body(ies)' functions (e.g. advising on promotion, on specific instance handling in general, on individual cases, providing oversight, etc.)	Click here to enter text.
If yes, please list the names of organisations that are represented on the advisory body(ies) and the type of organisation. <i>(e.g. government, business, business organisation, NGO, trade union, academia, consumer organisation, etc.)</i>	Click here to enter text.

If yes, please indicate how often the advisory body(ies) meets	Choose an item.		
6. If an advisory body provides oversight, please describe the oversight procedure	Click here to enter text.		
<i>Additional comments on Advisory body:</i> Click here to enter text.			
<b>(c) Human and financial resources</b>			
7. Does the NCP have dedicated full-time staff? <i>If yes, please indicate the number.</i>	No	Click here to enter text.	
8. Does the NCP have dedicated part-time staff? <i>If yes, please indicate in the second box the number of part-time staff members and in the third box the percentage of time spent on NCP matters for each part-time staff member.</i>	Yes	5	1-40% 2-20% 3-10% 4-10% 5-10%
9. Have any full-time or part-time staff members joined the secretariat during the year? <i>If yes, please indicate how many.</i>	Yes, part-time staff member(s)	3	
10. Have any full-time or part-time staff members left the NCP during the year? <i>If yes, please indicate how many.</i>	No	0	
11. Did the NCP have a <u>dedicated budget</u> this year?	No		
If no, were financial resources for promotional activities allocated on an ad hoc basis when requested by the NCP?	No		
If no, were financial resources for specific instances allocated on an ad hoc basis when requested by the NCP?	No		
12. During the year, did the human and financial resources available to the NCP allow it to:			
Handle specific instances in an efficient and timely manner	N/A: The NCP did not handle a specific instance this year		
Organise promotional events	N/A: The NCP chose not to organise promotional events		
Attend NCP meetings at the OECD	Yes		
Attend events organised by other NCPs	N/A: The NCP was not invited to/chose not to attend such events		
Attend events organised by stakeholders	N/A: The NCP was not invited to/chose not to attend such events		
Cover professional mediator fees or in-house mediator fees	N/A: The NCP did not need to hire a mediator this year		
Conduct fact-finding research into specific instances	N/A: The NCP did not need to conduct fact finding research this year		
If you answered no to any of the above, please specify	Click here to enter text.		

<b>Additional comments on Human and financial resources:</b> Despite not having a dedicated budget, Financial Resources were made available for the voluntary contribution related to the PT NCP Peer Review Exercise planned for 2023.	
<b>(d) Reporting</b>	
13. Does the NCP <u>report</u> to the executive on its activities?	Yes
If yes, how often?	Once a year
14. Does the NCP report to the legislative body on its activities?	No
If yes, how often?	Choose an item.
15. Please indicate any other relevant transparency requirement (e.g. access to information or disclosure laws) applicable to the NCP in your country	<p>As the PT NCP is part of the Public Administration, it is subject to the following laws related to the Public Administration Transparency:</p> <ul style="list-style-type: none"> <li>- The Principle of the Open Administration – defined by <a href="#">Portuguese Republic Constitution</a> (Article 268º - 2) and <a href="#">Administrative Procedure Code</a> (Article 17º);</li> <li>- <a href="#">Law 26/2016, which regulates the access to administrative documents and to administrative information</a>;</li> </ul>
<b>Additional comments on Reporting:</b> Click here to enter text.	

<b>C. INFORMATION AND PROMOTION</b>	
<b>(a) NCP website<sup>1</sup></b>	
16. Does the NCP have a website? If yes, please provide the link in the second box.	Yes <a href="https://www.dgae.gov.pt/servicos/sustentabilidade-empresarial/ponto-de-contacto-nacional-para-as-diretrizes-da-ocde-para-as-empresas-multinacionais.aspx">https://www.dgae.gov.pt/servicos/sustentabilidade-empresarial/ponto-de-contacto-nacional-para-as-diretrizes-da-ocde-para-as-empresas-multinacionais.aspx</a>
If yes, was the website created/renovated this year?	Yes
17. Are the following items available on the NCP website?	
<b>Information about the Guidelines and the role of the NCP</b>	
The text of the Guidelines	Yes

<sup>1</sup> This includes dedicated NCP webpages as part of the Ministry's website.

A description of the Guidelines	Yes
The OECD Due Diligence Guidance Documents	Yes
Explanatory text about due diligence	No
Information on the NCP and its mandate	Yes
The NCP Annual Report submitted to the OECD	No
The NCP's Report to the executive and/or legislative (if applicable)	Yes
The NCP's peer review report (if applicable)	N/A: The NCP does not have a peer review report
<b>Information about specific instances</b>	
Information on how to submit a specific instance	Yes
An online form to submit a specific instance	Yes
The NCP's rules of procedure	Yes
All final statements since 2011	No
<b>Information on promotional activities</b>	
The NCP's promotional plan	N/A: The NCP does not have a promotional plan
Information on upcoming events promoting the Guidelines	No
Information on past events promoting the Guidelines	No
<b>Contact information</b>	
Information on how to make an enquiry to the NCP	Yes
A phone number to reach the NCP directly	Yes
An email address to reach the NCP directly	Yes
<p><i>Additional comments on NCP website:</i> Click here to enter text.</p>	
<b>(b) Promotional activities<sup>2</sup></b>	
18. Does the NCP have a promotional plan for the coming year(s)?	No
19. Did the NCP organise or co-organise events to promote the Guidelines and/or the NCP during the year? <i>If yes, please provide details in table 1 in Annex 1.</i>	No
20. Did the NCP make a presentation to promote the Guidelines and/or the NCP in events organised by others? <i>If yes, please provide details in table 2 in Annex 1.</i>	No
21. Did the NCP make use of social media to communicate on NCP promotional activities during the year?	Yes

<sup>2</sup> Attendance of NCP meetings held at the OECD and other OECD events such as the Global Forum on Responsible Business Conduct are not considered to be promotional activities.

22. Did the NCP hold a <u>stakeholder meeting</u> during the year?	No
23. Did the NCP promote the Guidelines among the business community during the year?	Yes
24. Did the NCP carry out any training on the Guidelines aimed at businesses during the year?	No
25. Did the NCP promote the Guidelines among NGOs during the year?	No
26. Did the NCP promote the Guidelines among trade unions during the year?	No
27. Did the NCP promote the Guidelines among government agencies during the year?	Yes
28. Did the NCP promote the Guidelines among embassies abroad during the year?	No
29. Did the NCP promote the Guidelines to investment promotion agencies during the year?	No
30. Did the NCP focus on any of the following during promotional activities during the year:	
OECD Due Diligence Guidance for Responsible Business Conduct	Yes
OECD Due Diligence Guidance for Responsible Supply Chains in the Garment and Footwear Sector	No
Due Diligence for Responsible Corporate Lending and Securities Underwriting and/or Responsible Business Conduct for Institutional Investors	No
OECD Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas	No
OECD Due Diligence Guidance for Meaningful Stakeholder Engagement in the Extractive Sector	No
OECD-FAO Guidance for Responsible Agricultural Supply Chains	No
<i>Additional comments on the section</i> <b>Promotional activities:</b> Click here to enter text.	

<b>D. SPECIFIC INSTANCES</b>	
<b>(a) NCP rules of procedure for handling specific instances</b>	
31. Does the NCP have rules of procedure describing the handling of specific instances?	Yes

<p>32. Are the rules of procedure available online?  <i>If yes, please provide a link in the second box. If no, please upload a copy of the rules of procedure in the Additional Materials section at the end of the online questionnaire</i></p>	<p>Yes</p>	<p><a href="http://www.dgae.gov.pt/gestao-de-ficheiros-externos-dgae-ano-2020/guia_procedimentos_instanciaspecificas_ocde_mne-pdf.aspx">http://www.dgae.gov.pt/gestao-de-ficheiros-externos-dgae-ano-2020/guia_procedimentos_instanciaspecificas_ocde_mne-pdf.aspx</a></p>
<p>33. Were the NCP's rules of procedure modified this year?</p>	<p>No</p>	
<p><i>Additional comments on the section <b>Rules of procedure:</b></i>  Click here to enter text.</p>		
<p><b>(b) Specific instance practicalities</b></p>		
<p>34. Does the NCP confirm receipt of a specific instance submission?</p>	<p>Yes</p>	
<p>35. Does the NCP request feedback from the parties on the procedure following the conclusion of a specific instance?</p>	<p>No</p>	
<p>36. Has the NCP staff undergone training in dispute resolution or problem solving (e.g. mediation)?</p>	<p>No</p>	
<p>37. Did the NCP engage professional mediators during the year?</p>	<p>No</p>	
<p>38. Did the NCP staff or members conduct mediation this year?</p>	<p>No</p>	
<p>If yes, or no: was mediation conducted by an external mediator?</p>	<p>No</p>	
<p><i>Additional comments on the section <b>Specific instance practicalities:</b></i>  Click here to enter text.</p>		
<p><b>(c) Reporting specific instances</b></p>		

<p>39. Did the NCP receive new specific instance submissions during the year?  <i>If yes, please also provide details in Annex 2 of the NCP Annual Reporting Annex document to be uploaded at the end of the online questionnaire</i></p>	<p>No</p>
<p>40. Did the NCP close specific instances during the year?  <i>If yes, please also provide details in Annex 2 of the NCP Annual Reporting Annex document to be uploaded at the end of the online questionnaire</i></p>	<p>No</p>
<p>41. 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?  <i>If yes, please also provide details in Annex 2 of the NCP Annual Reporting Annex document to be uploaded at the end of the online questionnaire</i></p>	<p>N/A</p>
<p>42. Did the NCP follow up on a case during the year?  <i>If yes, please also provide details in Annex 2 of the NCP Annual Reporting Annex document to be uploaded at the end of the online questionnaire</i></p>	<p>No</p>
<p>43. Is the OECD <a href="#">case database</a> accurate and up to date with regard to cases handled by the NCP? If not, please provide details (missing cases, out of date entries, broken links, etc.) in the additional comments section below.</p>	<p>N/A</p>

*Additional comments on the section **Reporting specific instances:***  
Click here to enter text.

<b>E. PEER LEARNING AND PEER REVIEWS</b>	
44. Did the NCP take part in the following activities with other NCPs during the year:	
Host a peer learning activity	No
Participate in peer learning activities hosted by other NCPs	<i>N/A: The NCP was not invited to such an activity this year</i>
Co-operate with other NCPs in handling specific instances	No
Provide mentoring/capacity building to another NCP	No
45. Is the NCP interested in hosting an NCP learning/experience-sharing event in 2022?	No
46. Which topic would the NCP consider to be a priority to cover in a peer learning event?	Click here to enter text.
47. Is the NCP interested in participating in developing tools for use by NCPs?	Yes
48. Is the NCP interested in acting as a peer reviewer in the future?	No
If yes, please specify the semester and the year	Click here to enter text.
<i>Additional comments on the section <b>Peer-learning and peer reviews:</b></i> Click here to enter text.	

<b>F. POLICY COHERENCE<sup>3</sup></b>	
49. Have the Guidelines been referred to in relevant national legislation/regulations/policies adopted during the year? (e.g. on responsible business conduct; non-financial reporting, export credits regulation, public procurement)	No
If yes, please provide a short summary and a link to the legislation. <i>If a link is not available, please upload a copy of the legislation in the Additional Materials section at the end of the online questionnaire</i>	Click here to enter text.

<sup>3</sup> Paragraph 37 of the Commentary on the Implementation Procedures of the OECD Guidelines for Multinational Enterprises: “Statements and reports on the results of the proceedings made publicly available by the NCPs could be relevant to the administration of government programmes and policies. In order to foster policy coherence, NCPs are encouraged to inform these government agencies of their statements and reports when they are known by the NCP to be relevant to a specific agency’s policies and programmes [...]”

50. Did your country adopt a National Action Plan (NAP) this year? <i>If yes, please indicate which type of NAP.</i>	No	N/A
If yes, please provide a link.	Click here to enter text.	
If yes, does the NAP make reference to the Guidelines?	Choose an item.	
If yes, does the NAP make reference to the NCP?	Choose an item.	
51. Was a NAP in development this year? <i>If yes, please indicate which NAP.</i>	Yes	NAP on Business and Human Rights
If yes, did the NCP participate in the development of the National Action Plan?	Yes	
52. Did the NCP inform officials responsible for trade missions of its relevant statements and reports?	N/A: the NCP did not publish any statement this year	
53. Did the NCP inform officials responsible for foreign trade and investment incentives of its relevant statements and reports?	N/A: the NCP did not publish any statement this year	
54. Did the NCP inform officials responsible for public procurement of its relevant statements and reports?	N/A: the NCP did not publish any statement this year	
55. 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?	No	
If yes, please provide a link to the legislation. <i>If a link is not available, please upload a copy of the legislation in the Additional Materials section at the end of the online questionnaire</i>	Click to enter text.	
56. Have public procurement officials/practitioners consulted the NCP on the Guidelines and OECD due diligence instruments or involved the NCP in specific public procurement opportunities?	No	
57. Were public procurement officials involved in any of your training/outreach activities?	No	
58. What tools or activities does the NCP develop to support public procurement practitioners on RBC and OECD due diligence?	N/A	
59. Please identify any specific initiatives/good practices involving public procurement and RBC in your country.	N/A	
60. Please include any other examples of policy coherence activities.	N/A	
<p><i>Additional comments on <b>Policy Coherence</b>:</i> Click here to enter text.</p>		

## G. CHALLENGES

61. Has the NCP faced any particular challenge(s) it would like to highlight this year?	The HR allocated in the NCP Team handle several tasks and responsibilities outside the sphere of RBC, which has diffculted the promotion of the NCP.
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*Additional comments on **Challenges**:*  
Click here to enter text.