

## Minutes of the Meeting

### UK National Contact Point (NCP) Steering Board (SB)

**Date:** 26 February 2014 at 10.30am

**Venue:** Department for Business, Innovation, and Skills (BIS),  
Conference Centre, 1 Victoria Street, London SW1H 0ET.

**Attendees:**

<b>Name</b>	<b>Organisation</b>
Michael Williams (Chair)	Department for Business, Innovation & Skills (BIS)
Peter Monday (Minutes)	Department for Business, Innovation & Skills (BIS)
Lord Jordan	Trades Union Congress (TUC)
Jeremy Carver	Independent
Dan Leader	Non- Government Organisations (NGOs)
Edward Bickham	International Chambers of Commerce (ICC)
Karen Johnson	Department for International Development (DFID)
Ruth Willis	Foreign & Commonwealth Office (FCO)
Simon Phillips	UK Export Finance (UKEF)
Suniya Qureshi	Department for Work and Pensions (DWP)
Peter Astrella	UK Trade & Investment (UKTI)
Steven Murdoch	National Contact Point (NCP)
Liz Napier	National Contact Point (NCP)
Danish Chopra	National Contact Point (NCP)

**Item 1: Welcome and Apologies.**

- 1.1 Apologies received from: Stephen Lowe (FCO) & Tim Palmer (UKEF). The Chair welcomed Edward Bickham to his first meeting as the new business representative.

**Item 2: Approval of draft minutes & Matters Arising.**

- 2.1 The draft Minutes of the meeting held on 27 November 2013 were agreed and there were no matters arising. *Action: The NCP will publish these minutes on its website.*

**Item 3: Actions from last meeting.**

- 3.1 All of the action points from the previous meeting had been completed.
- 3.2 A short verbal update was provided on the OECDs Working Party on Responsible Business Conduct (WPRBC). *Action: It was agreed to provide an update on the WPRBC at the next SB meeting.*

#### **Item 4: Update on NCP Cases.**

- 4.1 UK NCP presented the latest written report.
- 4.2 The NCP was experiencing an unprecedented heavy caseload, with a total of 15 cases at every stage of the complaint process. Since the last SB meeting the NCP had recruited extra staff to help with casework. However, there was still a risk that the NCP may face difficulties in keeping to the deadlines for case handling.
- 4.3 The NCP raised this issue - In a recent case both sides in the complaint had been briefing the media. This puts a strain on the current policy not to comment on on-going cases. In addition, it has implications for the viability of using a mediation service that is based on confidentiality and trust on both sides. The SB noted the NCPs concerns.

#### **Item 5: Policy Issues.**

- 5.1 Due Diligence - There was a discussion around the meaning of due diligence within the NCP process and whether the NCP should have a clearer policy or guidelines. It was noted that as the NCP applies the OECD Guidelines, rather than its own interpretation, any clarification would have to be OECD-wide. The NCP agreed to look into what existing OECD advice says about due diligence within the Guidelines.
- 5.2 Follow up procedures of concluded casework - There was a discussion as to the current follow-up procedure, in particular whether any actions or recommendations within an agreed settlement had been completed. The SB noted that there also had to be an end to a complaint case as this was only fair to both parties. If another examination of the issues is necessary then a fresh complaint can be raised.

#### **Item 6: Promotion and awareness raising of the Guidelines.**

- 6.1 UK NCP presented the latest written report.
- 6.2 The SB commented that the NCP were involved in an impressive catalogue of events and they could not ask more. *Action: SB members will let the NCP know if there are any forthcoming events that can be used for promotion of the Guidelines.*

#### **Item 7: Any Other Business.**

- 7.1 Date of next meeting 14 May 2014