

Minutes of the Meeting

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

Date: 25 February 2015 at 10:30am

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

Attendees:

Name	Organisation
Michael Williams (Chair)	Department for Business, Innovation & Skills (BIS)
Danish Chopra (Minutes)	National Contact Point (NCP)
Steven Murdoch	National Contact Point (NCP)
Liz Napier	National Contact Point (NCP)
Jeremy Carver	Independent
Lord Jordan	Trade Union Congress (TUC)
Dan Leader	Non- Government Organisations (NGOs)
Edward Bickham	International Chambers of Commerce (ICC)
Simon Phillips	UK Export Finance (UKEF)
Karen Johnson	Department for International Development (DFID)
Stewart Dee	UK Trade & Investment (UKTI)

Item 1: Apologies.

1.1 Apologies received from Stephen Lowe (FCO).

Item 2: Approval of Draft Minutes & Matters Arising.

2.1 The Minutes of the meeting held on 26 November 2014 were agreed.

2.2 It was noted that most actions had been completed but that there were two matters arising:
Actions:

- *All members of the SB will let the NCP know who their nomination for Deputy will be.*
- *All members of the SB will be responsible to ensure that their nominated Deputy attends the meeting, if the main member is unable, and that the nominated Deputy has all the papers for that meeting.*

Item 3: Update on NCP Cases.

3.1 UK NCP presented the latest written report and there was a discussion on several of the on-going individual cases.

3.2 The SB noted that there had been progress in completion of the cases.

3.3 The SB suggested that an additional column can be added to the cases reporting table. The column should provide the reasons for rejection or acceptance of the case. The NCP will consider, if this is possible, within the limited confines of an A4 sheet.

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- 3.4 The NCP noted that an interesting point arising in recent cases was the use and enforcement of 'confidentiality agreements' during the mediation process. The NCP proposed this as a subject for further discussion by the SB at a future meeting.

Action:

- *The NCP will circulate a web-link to The Guardian website covering one of our recently settled cases.*

Item 4: Promotion and awareness raising of the Guidelines.

- 4.1 UK NCP presented the latest written report. The UK NCP is seen as a respected international NCP, the OECD often asks us to lead at international workshops. The NCP explained that there is a 3 core strategy in relation to our outreach activities:

1. NCPs - 'Levelling the playing field', this includes the promotion of our procedures by mentoring and providing technical assistance to other NCPs. Usually at requests by the OECD or directly to our Government.
2. Businesses - By engaging with UK businesses not only in the UK but also those based abroad.
3. NGOs & Civil Society - Explaining the role of NCPs and what the process can deliver to improve the overall quality of complaints and manage expectations of delivery.

- 4.2 In particular, the ongoing work with the Brazilian NCP was cited as a good example of mentoring. In the last 3 years there has been an expansion of resources available to the Brazilian NCP, which now has a large number of working cases and organises its own outreach activities.

- 4.3 The Steering Board noted that the UK will be taking part in the Danish Peer review lead by SHIFT next month.

Action:

- *The NCP will provide a short verbal update on the Danish Peer Review at the next meeting.*

- 4.4 OECD Financial Sector Due Diligence Project – It was reported that this ongoing work is currently 'paused', as the OECD identifies resources and agrees an approach. .

Action:

- *The NCP will provide an update to the Steering Board at the next meeting.*

- 4.5 China - If the OECD goes ahead with an official delegation it is likely that the UK NCP will attend, to promote the structure and casework done by the team.

- 4.6 London Workshop - A query was raised as to why the annual March workshop was not taking place this year, as it has become a key UK feature amongst the NCP, NGO & the business world. It was reported that the event had been postponed until early July this year.

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The NCP will be meeting with the IHRB shortly to look at developing a theme for the workshop and how this can be best taken forward.

Item 5: Any Other Business.

5.1 The date of the next meeting is Wednesday 20 May 2015