

Minutes of the Meeting

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

Date: 25th November 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)
Jeremy Carver	Independent
Lord Jordan	Trade Union Congress (TUC)
Daniel Leader	Non- Government Organisations (NGOs)
Jenny Carlen	Department for International Development (DfID)
Andy Blacksell	UK Export Finance (UKEF)
Stephen Lowe	Foreign & Commonwealth Office (FCO)
Steven Murdoch	National Contact Point (NCP)
Liz Napier	National Contact Point (NCP)

Item 1: Apologies.

- 1.1 Apologies received from Edward Bickham (ICC), Danish Chopra (NCP) and Stewart Dee (UKTI).

Item 2: Approval of Draft Minutes & Matters Arising.

- 2.1 There were no minutes awaiting approval as September's meeting was cancelled and therefore the minutes of the May 2015 meeting had been agreed in correspondence and posted online. The Chair noted that an agenda item had been planned for September on parties' increasing use of confidentiality agreements in mediation. The Board confirmed that there was still an interest in discussing this issue.

Item 3: Update on NCP cases.

- 3.1 The NCP introduced the latest case report, noting that only one new complaint had been received since the last update. This had enabled the NCP to focus on work needed to complete long-running cases. The NCP also noted its obligations with regard to Follow-up Statements in cases where recommendations had been made.
- 3.2 Board Members asked for advice on how the NCP shares its Final Statements with Government Departments and other interested parties. The NCP agreed to provide brief written advice on this for the next Board meeting, but noted that the Board itself was a key route for sharing information with those departments represented on it.
- 3.3 Board Members asked whether the NCP's reduced caseload was part of a wider trend across adhering countries. The NCP said that there was a mixed picture with some NCPs having more cases and others fewer.

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- 3.4 The Board received a brief update on a procedural review (the NCP and one Board Member with a declared interest were not present for this item).

Item 4: Update on outreach

- 4.1 The Board noted the events listed in the outreach report. The NCP gave feedback from the latest meeting of the OECD Working Party on Responsible Business Conduct. The Chair gave some feedback from May's OECD outreach visit to China. The NCP also noted the Financial Sector workshop the UK NCP hosted for the OECD in October, and individual NCP team members spoke about their participation in the peer review of the Danish NCP and in peer learning organised by the Hungarian NCP.
- 4.2 Steering Board Members expressed an interest in attending future events where convenient. The NCP agreed to flag to Members any events it arranged in London.

Item 5: Any other business

- 5.1 The Board discussed how to address problems that had arisen in recent months where external Members were unable to participate in procedural reviews (due to either absence or conflict of interest). There was a case for the informal arrangements in place for a deputy to substitute at Board meetings to be replaced by a formal deputising or alternate arrangement that could also cover the review process. The Chair noted the role of Ministers in confirming Board appointments. Board Members had a brief discussion about how Board membership had developed and how needs could be met in future. The NCP noted issues and options raised.
- 5.2 In response to a query, the NCP noted that it was seeking advice to clarify the position of some UK crown dependencies and overseas territories in relation to the OECD Guidelines. This would need input from other Government Departments.
- 5.3 Board Members referred to concerns raised in September by a complainant in a concluded case, and the NCP said it would circulate the complainant's letter.