

## NATIONAL CONTACT POINT REPORTING QUESTIONNAIRE (2019)

This questionnaire is designed to help National Contact Points fulfil their reporting obligations as described in the Procedural Guidance of the OECD Guidelines for Multinational Enterprises. The answers to the questions should reflect the nature and results of the activities of the NCP<sup>1</sup>.

### STRUCTURE

This questionnaire comprises 61 questions and 2 annexes under the following headings:

- A. Contact information
- B. Institutional arrangements
- C. Information and promotion
- D. Specific instances
- E. Peer learning and peer reviews
- F. Policy coherence
- G. Challenges

Annex 1: NCP PROMOTIONAL ACTIVITIES

Annex 2: SPECIFIC INSTANCES

### TYPES OF QUESTIONS

#### 1. Questions with predefined answers

For most questions, a pre-defined set of answers are provided in a drop-down menu (e.g. Yes-No-N/A). For each of these questions, please select the appropriate answer in the dropdown menu.

**Example:**

| <b>(b) Promotional activities</b>  |        |
|--|--------|
| 19. Did the NCP organise or co-organise events to promote the Guidelines and/or the NCP during the year?<br><i>If yes, please provide details in table 1 in Annex 1.</i> | Yes/No |

#### 2. Open-ended questions

- a) Some questions are open-ended, and in these cases an answer box is provided. Many of these questions are meant to complement a question with predefined answers. Please keep responses precise and short.

**Example:**

| <b>(b) Advisory body</b>                             |        |
|--|--------|
| 5. Does the NCP have one or several advisory bodies? | Yes/No |

<sup>1</sup> Page 74 of the Procedural Guidance of the OECD Guidelines for Multinational Enterprises: "Reports should contain information on the nature and results of the activities of the NCP, including implementation activities in specific instances".

If the NCP has several advisory bodies, please specify.

[Click here to enter text.](#)

- b) "Additional comments" boxes are situated at the end of each section. Please feel free to enter any additional information you would like to share in these boxes.

**Example:**

*Additional comments on **Advisory body***  
[Click here to enter text](#)

## TERMS USED IN THE QUESTIONNAIRE

A number of terms are used throughout the questionnaire. Definitions are provided below. Please note that these definitions are exclusively intended to assist in clarifying the terms used in this questionnaire. These terms will be underlined the first time they are used in this questionnaire.

- **Structure of the NCP:** The organisational set up of the NCP. Four NCP structures have been pre-identified, but other arrangements are possible:
  - Single-agency: The NCP is composed of one individual in a single ministry, or by a group of individuals belonging to the same service in the same ministry.
  - Inter-agency: The NCP is composed of a group of representatives from several ministries or government agencies.
  - Expert-based: The NCP is composed of experts who are external to government.
  - Multipartite: The NCP is composed of a group of government officials and stakeholder representatives.
- **Secretariat:** Government officials or group of government officials acting as the permanent office of an NCP.
- **Advisory body:** Some NCPs have an advisory body which can be consulted by the NCP on a range of activities and issues on which it provides advice. Advisory bodies can include representatives from trade unions, NGOs, business and/or academia, along with representatives of other government ministries or agencies. They do not normally form part of the NCP and do not have decision-making power on accepting or concluding specific instances. Some advisory bodies also provide oversight to the NCP (see below).
- **Oversight:** Monitoring of the NCP's activities performed by an Advisory body, for example on whether the NCP has followed its own rules of procedures.
- **Dedicated budget:** A budget that is allocated to the NCP on a regular basis (e.g. every year) to carry out its functions and activities.
- **Reporting:** In addition to the present report to the OECD, some NCPs provide a regular account of their activities to their national government or parliament. This reporting can take several forms: ongoing through regular reporting channels, or through the presentation of a periodic report, which may be made public.

- **Stakeholder meeting:** A stakeholder meeting is a meeting organised by the NCP to exchange with stakeholders, including trade unions, NGOs and the business community that are not part of the main body or of the advisory body of the NCP.

## REPORTING PERIOD

The reporting period for this questionnaire is from 1 January to 31 December 2019.

## SUBMISSION

The questionnaire should be completed by using this word document and sent by email to: [RBC@oecd.org](mailto:RBC@oecd.org) copying [nicolas.hachez@oecd.org](mailto:nicolas.hachez@oecd.org) and [kathryn.dovey@oecd.org](mailto:kathryn.dovey@oecd.org) by **24 January 2020**.

Should you have any questions on how to fill this questionnaire, please contact [nicolas.hachez@oecd.org](mailto:nicolas.hachez@oecd.org).

## NATIONAL CONTACT POINT REPORTING QUESTIONNAIRE (2019)

| A. CONTACT INFORMATION  |  |
|---|--|
| <i>Please provide the contact information of the person filling in the questionnaire.</i> |  |
| Name:   | Adam Dubas   |
| Job title:  | Principal Policy Advisor, Trade and International team |
| Email:  | Adam.Dubas@mbie.govt.nz                                |
| Telephone number:   | +64 4896 5124  |

  

| B. INSTITUTIONAL ARRANGEMENTS  |  |
|--|--|
| <b>(a) Structure, location and composition of the NCP</b>  |  |
| 1. What is the <u>structure</u> of the NCP?  | Inter-agency   |
| 2. Who are the members of the NCP?<br><i>Please describe the functions of the members of the NCP and the ministry/organisation they represent. No names are required.</i>                | The NCP function is exercised by a designated official as part of the broader range of duties of the unit  |
| 3. If the NCP is not a <u>single-agency NCP</u> , does it have a <u>secretariat</u> ?  | Yes  |
| If yes, in which ministry or government body?  | Ministry of Business Innovation & Employment   |
| If yes, in which department of the ministry or government body?  | Labour and Immigration Policy  |
| 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 dated of this instrument, and a link if available  | <a href="#">Click here to enter text.</a>  |
| <i>Additional comments on <b>Structure, location and composition of the NCP</b></i><br><a href="#">Click to enter text.</a>  |  |
| <b>(b) Advisory body</b>   |  |
| 5. Does the NCP have one or several <u>advisory bodies</u> ?   | Yes  |
| If the NCP has several advisory bodies, please specify.  | Interagency stakeholder advisory group   |
| If yes, please describe the advisory body(ies)' functions (e.g. advising on promotion, on specific instance handling in general, on individual cases, providing <u>oversight</u> , etc.) | The interagency stakeholder advisory group is periodically convened by the NCP to discuss relevant issues, receipt/progress of specific instance cases, outcomes of OECD meetings and promotion of the Guidelines. Should a specific instance arise in a specialist area outside of the NCP's ministry's portfolio, consultation would occur with the relevant agencies on the advisory group. |

|   |  |   |  |
|---|--|---|--|
| If yes, please list the names of organisations that are represented on the advisory body(ies) and the type of organisation.<br><i>(e.g. government, NGO, trade union, business, business organisation, academic, consumer organisation, etc.)</i> | Treasury, Reserve Bank, Justice, Environment, Foreign Affairs, Inland Revenue, the NZ Council of Trade Unions, Etu union, Business New Zealand, New Zealand Directors' Institute, Sustainable Business Council, Human Rights Commission. |   |  |
| If yes, please indicate how often the advisory body(ies) meets  | Once a year  |   |  |
| 6. If an advisory body provides <u>oversight</u> , please describe the oversight procedure  | Click to enter text.   |   |  |
| <i>Additional comments on <b>Advisory body</b>:</i><br>The Advisory will meet twice a year in 2020 and onwards  |  |   |  |
| <b>(c) Human and financial resources</b>  |  |   |  |
| 7. Does the NCP have dedicated full-time staff?<br><i>If yes, please indicate the number.</i>   | No   | There is a dedicated staff member but the NCP role itself is not a full time one                                    |  |
| 8. Does the NCP have dedicated part-time staff?<br><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  | Where required, existing staff may assist in the exercise of the NCP function – eg in the provision of legal advice | Two part time staff (0.2 FTA and 0.1FTA) |
| 9. Have any full-time or part-time staff members joined the secretariat/support office during the year?<br><i>If yes, please indicate how many.</i>   | No   | Click here to enter text.   |  |
| 10. Have any full-time or part-time staff members left the NCP during the year?<br><i>If yes, please indicate how many.</i>   | No   | Click here to enter text.   |  |
| 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?  | Yes  |   |  |
| If no, were financial resources for specific instances allocated on an ad hoc basis when requested by the NCP?  | N/A: The NCP did not handle specific instances this year   |   |  |
| 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   | Yes  |   |  |
| 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  |   |  |

PROPOSED AMENDMENTS TO THE ANNUAL REPORTING QUESTIONNAIRE FOR NCPS

|  |  |
|--|--|
| Cover professional mediator fees or in-house mediator fees   | N/A: The NCP did not need to hire a professional 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   | The NCP did not receive any specific instances this year             |
| <p><i>Additional comments on <b>Human and financial resources</b>:</i><br/>Click here to enter text.</p>   |  |
| <b>(d) Reporting</b>   |  |
| 13. Does the NCP <u>report</u> to the government on its activities?  | Yes  |
| If yes, how often?   | N/A – as needed  |
| 14. Does the NCP report to parliament on its activities?   | No   |
| If yes, how often?   | N/A  |
| 15. Please indicate any other relevant transparency requirement applicable to the NCP in your country  |  |
| <p><i>Additional comments on <b>Reporting</b>:</i><br/>The NCP reports to the relevant Minister as required – for instance, on the lodgement and resolution of specific instance cases</p> |  |

| <b>C. INFORMATION AND PROMOTION</b>  |                               |   |
|--|-------------------------------|---|
| <b>(a) NCP website<sup>2</sup></b>   |                               |   |
| 16. Does the NCP have a website?<br>If yes, please provide the link in the second box. | Yes                           | <a href="https://www.mbie.govt.nz/business-and-employment/business/trade-and-tariffs/oecd-guidelines-for-multi-national-enterprises/">https://www.mbie.govt.nz/business-and-employment/business/trade-and-tariffs/oecd-guidelines-for-multi-national-enterprises/</a> |
| If yes, was the website created/renovated this year?                                   | Yes (the website was updated) |   |
| 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                           |   |
| A description of the Guidelines  | Yes                           |   |
| The OECD Due Diligence Guidance Documents  | Yes                           |   |
| Explanatory text about due diligence   | Yes                           |   |

<sup>2</sup>

This includes dedicated NCP webpages as part of the Ministry's website.

|   |     |
|---|-----|
| Information on the NCP and its mandate  | Yes |
| The NCP Annual Report submitted to the OECD   | Yes |
| The NCP's Report to government and/or parliament (if applicable)  | N/A |
| The NCP's peer review report (if applicable)  | N/A |
| <b>Information about specific instances</b>   |     |
| Information on how to submit a specific instance  | Yes |
| An online form to submit a specific instance  | No  |
| The NCP's rules of procedures   | No  |
| All final statements since 2011   | Yes |
| <b>Information on promotional activities</b>  |     |
| The NCP's promotional plan  | No  |
| 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  | No  |
| An email address to reach the NCP directly  | Yes |
| <i>Additional comments on <b>NCP website</b>:<br/>Click here to enter text.</i>   |     |
| <b>(b) Promotional activities<sup>3</sup></b>   |     |
| 18. Does the NCP have a promotional plan for the coming year(s)?  | Yes |
| 19. Did the NCP organise or co-organise events to promote the Guidelines and/or the NCP during the year?<br><i>If yes, please provide details in table 1 in Annex 1.</i>    | Yes |
| 20. Did the NCP make a presentation to promote the Guidelines and/or the NCP in events organised by others?<br><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 |
| 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 |

<sup>3</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.

|   |     |
|---|-----|
| 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?  | Yes |
| 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?   | No  |
| 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 <b>Promotional activities</b>:<br/>Click here to enter text.</i>                                      |     |

|   |   |
|---|---|
| <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?   | No  |
| 32. Are the rules of procedure available online?<br><i>If yes, please provide a link in the second box. If no, please attach a copy of the rules of procedure to this questionnaire</i> | N/A: The NCP doesn't have rules of procedure for handling specific instances<br>Click here to enter text. |
| 33. Were the NCP's rules of procedure modified this year?   | N/A   |



|  |   |
|--|---|
| <p><i>Additional comments on the section <b>Rules of procedure</b>:</i><br/>The NCP is currently developing rules of procedure with the aim to publish the rules in 2020</p>   |   |
| <p><b>(b) Specific instance practicalities</b></p>   |   |
| 34. Does the NCP confirm receipt of a specific instance submission?  | Yes   |
| 35. Does the NCP request feedback from the parties on the procedure following the conclusion of a specific instance?   | Yes   |
| 36. Has the NCP staff undergone training in dispute resolution or problem solving (e.g. mediation)?  | Yes   |
| 37. Did the NCP engage professional mediators during the year?   | <i>N/A: The NCP did not handle specific instances this year</i> |
| 38. Did the NCP staff or members conduct mediation this year?  | <i>N/A: The NCP did not handle specific instances this year</i> |
| <p><i>Additional comments on the section <b>Specific instance practicalities</b>:</i><br/>Internal consultation will occur after receipt of specific instances; legal advice may be sought over specific issues.</p> |   |
| <p><b>(c) Reporting specific instances</b></p>   |   |
| 39. Did the NCP receive new specific instance submissions during the year?<br><i>If yes, please also provide details in Annex 2</i>  | No  |
| 40. Did the NCP close specific instances during the year?<br><i>If yes, please also provide details in Annex 2</i>   | No  |
| 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 calendar year?<br><i>If yes, please also provide details in Annex 2</i> | N/A   |
| 42. Did the NCP follow up on a case during the year?<br><i>If yes, please also provide details in Annex 2</i>  | N/A   |
| 43. Is the OECD <a href="#">case database</a> accurate and up to date with regard to cases handled by the NCP?   | Yes   |

*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  | N/A: The NCP was not invited to such an activity this year                                 |
| Co-operate with other NCPs in handling specific instances   | N/A: the NCP did not handle specific instances this year, either as lead or supporting NCP |
| Provide mentoring/capacity building to another NCP  | No   |
| 45. Is the NCP interested in hosting an NCP learning/experience-sharing event in 2020?                                | Yes  |
| 46. Which topic would the NCP consider to be a priority to cover in a peer learning event?                            | Promotion of the NCP   |
| 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?   | Yes  |
| If yes, please specify the semester and the year  | Mid-year 2020  |
| <p><i>Additional comments on the section <b>Peer-learning and peer reviews</b>:</i><br/>Click here to enter text.</p> |  |

| <b>F. POLICY COHERENCE<sup>4</sup></b>  |     |
|---|-----|
| 49. Have the Guidelines been referred to in relevant national legislation/regulations/policies adopted during the year?<br>(e.g. on responsible business conduct; non-financial reporting, export credits regulation, public procurement) | N/A |

<sup>4</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 [...]”

|  |   |                 |
|--|---|-----------------|
| If yes, please provide a short summary and a link to the legislation.<br><i>If a link is not available, please attach a copy of the legislation to this questionnaire.</i>                   | Click here to enter text.   |                 |
| 50. Did your country adopt a National Action Plan (NAP) this year?<br><i>If yes, please indicate which type of NAP</i>   | No  | Choose an item. |
| If yes, please provide a link  | Click 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?<br><i>If yes, please indicate which NAP.</i>   | No  | Choose an item. |
| If yes, did the NCP participate in the development of the National Action Plan?  | Choose an item.   |                 |
| 52. Did the NCP communicate public statements on specific instances to officials responsible for trade missions?   | N/A: the NCP did not publish any statement this year  |                 |
| 53. Did the NCP communicate public statements on specific instances to officials responsible for foreign trade and investment incentives?  | N/A: the NCP did not publish any statement this year  |                 |
| 54. Did the NCP communicate public statements on specific instances to public procurement officials?   | 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.<br><i>If a link is not available, please attach a copy of the legislation to this questionnaire.</i>                                       | While there is no explicit link to the MNE Guidelines/related instruments, the NZ Government public procurement framework reflects OECD guidelines and recommendations on the topic. This includes work underway to strengthen provisions regarding the integrity of suppliers and supplier conduct. The framework can be found at <a href="http://www.procurement.govt.nz">www.procurement.govt.nz</a> |                 |
| 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 projects does the NCP develop to support public procurement practitioners on RBC and OECD due diligence?   | N/A   |                 |
| 59. Please flag any specific initiatives/good practice involving public procurement and RBC in your country.   | N/A   |                 |
| 60. Please indicate any other examples of policy coherence activities.   | N/A   |                 |

*Additional comments on **Policy Coherence**:*  
Click here to enter text.

**G. CHALLENGES**

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

N/A

*Additional comments on **Challenges**:*  
Click here to enter text.

### Annex 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 to promote the Guidelines (Table 2). Please select the event type, size and type of audience as well as the theme from the dropdown menus for each event. Please add additional lines if needed.

**Table 1**

| NCP-organised and co-organised events to promote the Guidelines and/or the NCP |                             |                                  |               |                  |                            |   |   |
|--|-----------------------------|----------------------------------|---------------|------------------|----------------------------|---|---|
| Title  | Date<br><i>(dd/mm/yyyy)</i> | Location                         | Type of event | Size of audience | Organised or co-organised? | Targeted audience<br><i>e.g. Business representatives, NGOs, Trade unions, Academia, General public, Government representatives, etc.</i> | Theme<br><i>e.g. the OECD Guidelines, the NCP activities on sector due diligence guidance documents, etc.</i> |
| Public presentation  | 02/09/2019                  | University of Auckland, Auckland | Other         | 10-50            | Co-organised               | Students, academia  | Introduction to the Guidelines, the NCP and sector guidance   |
| Public presentation  | 02/09/2019                  | University of Auckland, Auckland | Other         | <10              | Co-organised               | Academia, business, general public  | Introduction to the Guidelines, the NCP and sector guidance   |

|                      |   |
|----------------------|---|
| <b>Total number=</b> | 2 |
|----------------------|---|

**Table 2**

| Presentations by the NCP to promote the Guidelines and/or the NCP in events organised by others |                             |          |               |                  |  |              |                      |                           |
|---|-----------------------------|----------|---------------|------------------|--|--------------|----------------------|---------------------------|
| Title   | Date<br><i>(dd/mm/yyyy)</i> | Location | Type of event | Size of audience | Targeted audience<br><i>e.g. Business representatives, NGOs, Trade unions, Academia, General public, Government representatives, etc</i> | Organiser(s) | Type of intervention | Theme of the intervention |

|                      |   |
|----------------------|---|
| <b>Total number=</b> | 0 |
|----------------------|---|

**Annex 2: SPECIFIC INSTANCES**

**Total number=**

**For all specific instances that were CONCLUDED during the year:**

| <b>Title</b> | <b>Date received<br/>(dd/mm/yyyy)</b> | <b>Date concluded<br/>(dd/mm/yyyy)</b> | <b>Link to OECD database if available</b> | <b>Outcomes achieved</b> | <b>Does the final statement plan for follow up?</b> | <b>Did the NCP co-operate with other NCPs during the handling of this specific instance? If yes, please describe.</b> |
|--------------|---------------------------------------|--|---|--------------------------|---|---|
|              |                                       |  |   |                          |   |   |

**Total number=**

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

| <b>Title</b>              | <b>Date received<br/>(dd/mm/yyyy)</b> | <b>Link to OECD database if available</b> | <b>Reasons for not accepting the specific instance</b> | <b>Did the NCP co-operate with other NCPs during the handling of this specific instance? If yes, please describe.</b> |
|---------------------------|---------------------------------------|---|--|---|
| Click here to enter text. | 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.                 | 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.   |

**Total number=** 0

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

| <b>Title</b> | <b>Date concluded</b><br><i>(dd/mm/yyyy)</i> | <b>Date of follow up</b><br><i>(dd/mm/yyyy)</i> | <b>Was a public follow up statement issued?</b> | <b>Link to the follow up statement, if applicable</b> |
|--------------|--|---|---|---|
|--------------|--|---|---|---|

**Total number=** 0



END OF QUESTIONNAIRE