

REPORT OF THE POLISH NATIONAL CONTACT POINT TO THE INVESTMENT COMMITTEE
Annual Reporting by National Contact Point
for the period of June 2010 - June 2011

A. Institutional Arrangements

The Polish National Contact Point has been located at the Polish Information and Foreign Investment Agency (PAIIZ) since 2001. Its address is:

Polish Information and Foreign Investment Agency
Economic Information Department
ul. Bagatela 12
00-585 Warsaw, Poland
www.paiz.gov.pl

PAIIZ is the governmental agency fully owned by the State and reports directly to the Ministry of Economy.

The Polish NCP stays in contact with social partners through correspondence and telephone calls and maintains operational contact with employee organizations (trade unions). Besides, NCP keeps in touch with embassies, foreign companies, NGOs and individuals, as well as Polish companies investing abroad interested in *the Guidelines*.

NCP also conducts a regular dialogue with business and non-governmental organizations, as well as uses government contacts with business at all levels to promote OECD *Guidelines*. During all promotional activities the Polish NCP highlights support of the Polish government for *the Guidelines*. The NCP also contributes to OECD efforts to raise awareness in non-adhering countries.

B Information and Promotion

Information

PAIIZ's website is the main channel of promotion of the Guidelines for Multinational Companies. *The Guidelines* are readily accessible on the PAIIZ web page and through the direct link to the main OECD National Contact Point site. In 2010 Polish NCP designed a new website which contains a greater amount of useful information, which to the greatest of our belief, meets requirements of OECD standards. We have added, among others, information on the most important cases we have dealt with, about our programme promoting OECD Guidelines, complaint procedures and our events promoting OECD Guidelines.

The NCP also sends out copies of the text of *the Guidelines* (either electronically or in hard copy) to enquirers on request. A hard copy of *the Guidelines* is included with the booklets that NCP distributes to investors.

The other activity of the NCP was promoting *the Guidelines* individually to representatives of business communities. This kind of promotion included distributing the booklets *with Guidelines* and answering to enquiries about them and the role of the NCP. For the purpose of improving the promotion of *the Guidelines* and the NCP we have allotted a substantial amount of money for printing brochures, leaflets

and other promoting materials. We have distributed them among the entrepreneurs which intend to implement business social responsibility in their companies in compliance with OECD Guidelines.

The booklets are also displayed near the conference rooms in the Agency building, thus are available for every investor and other guest visiting PAliIZ. Since last year's report we have distributed 5000 booklets of the Guidelines, 10000 CD's and 5000 leaflets on the NCP" activities.

Promotion

The Polish NCP stays in contact with business community and trade unions and conducts its informational activities according to the core criteria for the operation of NCPs. NCP answers questions on regular basis from the business, NGOs and social partners. The questions concern both *the Guidelines*, the NCP's procedures and matters connected with special instances. Co-operation with the public includes contacts with individuals such as employees of embassies and ministries, consulting firms, students of law and economics as well as individuals checking on the activities of the NCP and *the Guidelines*.

Promotion of the guidelines has the constant attention of the Polish NCP. Special attention was given to spreading 'best practice' cases to the business society and using this examples to enhance the appeal of the Guidelines. In order to maximise the outreach of this, the NCP makes use of the communication with organisations operating in business community, such as British Polish Chamber of Commerce, and the Forum of Responsible Business.

Our main objectives for the reporting year were to streamline our activities through writing new complaint procedures, establishing cooperation with the National Centre of Mediators and non-government organisations for the purpose of implementing our new programme on promoting OECD Guidelines "I implement OECD Guidelines. Responsible Business". We believe that the role of the mediator during handling the issue associating with breaching the OECD Guidelines is crucial and valued.

To reach this goal we have undertaken the following tasks:

- 1 On 29th September 2009 PAliIZ in cooperation with British-Polish Chamber of Commerce (BPCC) and the Responsible Business Forum (FOB) and the Foundation CentrumCSR.PL organized a conference on OECD Guidelined for Multinational Enterprises to discuss the newly launched OECD PNCP's programme "I implement OECD Guidelines – Responsible Business 2009" The aim of the programme is to promote responsible business practise as demonstrated by international companies operating in Poland who follow the guidelines as part of their CSR strategies.

The other purpose was to encourage companies active in Poland to implement OECD guidelines and to promote them in everyday business practices. Together with its partners Polish NCP prepared a programme which includes a pilot self-assessment questionnaire in which a company would be able to self determine to what extend has it been meeting the standards set in OECD Guidelines for Multinational Enterprises.

The conference was an opportunity to present the role of the Polish NCP and to review the OECD guidelines. Participants had the chance to learn what recommendations result from

OECD Guidelines for multinational companies active in Poland and what are the potential benefits from the application of the guidelines.

There was also a presentation of companies which filled out questionnaires concerning the standards of the guidelines.

The meeting was a great success and also attracted numerous participants interested in corporate social responsibility (CSR). Altogether the meeting was attended by 50 participants. The event provided plenty of opportunities for everyone to get a broader knowledge of *the Guidelines* and the importance of implementing them in Poland.

- 2 On 8th December 2009 the Polish NCP held the "Seminar on the implementation of the OECD Guidelines for Multinational Enterprises". The seminar was a follow up program of the initiative "Implementation of the OECD Guidelines. Responsible Business" and aims at promoting the OECD Guidelines. Partners of the program are BPCC, FOB and CSRInfo.

Among institutions invited to take part in the seminar there were representatives of multinational companies in Poland as well as independent civil society organizations, trade unions and NGOs.

The aim of the seminar was to encourage multinational companies to implement the OECD Guidelines and to stimulate civil society organizations and NGOs to engage in actions which could ensure effective introduction of the Guidelines.

The seminar also provided an opportunity to discuss and assess actions undertaken by the OECD National Contact Point in Poland, as well as to discuss ways of making complaints in case of the Guidelines violation by multinational companies and the role of mediator in resolving such conflicts. The seminar, altogether, has attracted about 50 participants.

- 3 In March 2010 Polish NCP started to conduct the activities heading for appointment of Steering Board. The Board will ensure that the NCP is following the complaints procedure correctly and is available to give advice to the NCP. For the cooperation we have invited the representatives, among others, of the Ministry of the Economy, the Ministry of the Environment, the Ministry of Labour and Social Policy, non government organisations and trade unions.
- 4 On the occasion of revising all the procedures applied in Polish Information and Foreign Investment Agency the Polish NCP has also made its contribution to revise NCP complaint procedures. New procedures will assure more efficient handling of special instances.

C. Implementation in specific instances

Since last year's report no new specific instances were submitted.

D. Other

The Polish National Contact Point has undertaken many new initiatives heading in the direction of improving its activities such as searching for possibilities of establishing cooperation with non-government organizations and public institutions which will help in better dealing with specific instances.

Enquires

The Polish NCP has received enquiries from employee organizations, companies, embassies and the public through telephone, as well as e-mails and during meetings. Enquires submitted concerned *the Guidelines*, the NCP's procedures and activities of the Polish NCP.

Written by:

Approved by: