

OECD GUIDELINES FOR MULTINATIONAL ENTERPRISES  
**POLAND** NCP  
REPORT TO THE OECD  
**2014**

National Contact Points must report annually to the OECD Investment Committee on the nature and results of their activities to further the effectiveness of the Guidelines for Multinational Enterprises, including implementation activities in specific instances.

A Common Reporting Framework, based on the Implementation Procedures of the Guidelines, assists NCPs prepare these reports. This information is the basis for the Chair's Annual Report to the OECD Council.

## Common Reporting Framework

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## Common framework for annual reporting by National Contact Points

The role of National Contact Points is to further the effectiveness of the Guidelines by undertaking promotional activities, handling enquiries and contributing to the resolution of issues that arise relating to the implementation of the Guidelines in specific instances. NCPs will operate in accordance with core criteria of visibility, accessibility, transparency and accountability.

### A. Institutional arrangements

#### 1. Governmental location of the NCP

Polish Information and Foreign Investment Agency (PAIiZ), a state-owned company acting as investment promotion agency

#### 2. Structure of the NCP

Monopartite  Interagency  Bipartite  Tripartite  Quadripartite  Independent Expert Body

3. Does the NCP have an advisory body?  Yes  No

4. Does the NCP have an oversight body?  Yes  No

5. Was the NCP structure modified in the reporting period?  Yes  No

#### 6. How does this structure enable the NCP to operate effectively?

Being part of PAIiZ allows good contact with companies and access to semi- business working culture as well as good connections to governmental bodies.

7. Does the NCP have an allocated budget?  Yes  No

Slightly below 5000 EUR

8. Does the NCP have dedicated staff?  Yes  No

1 person, half time

9. Are changes in the structure or resources available to the NCP contemplated in the near future?

Yes  No

**10. Does the NCP report within the Government on its activities?**

Yes  No

The activities of Polish NCP are part of quarterly and annual reports of PAIIZ to the Ministry of Economy and the Ministry of Treasure. This report will be attached to one of the reports.

**B. Information and promotion**

**11. Does the NCP have a dedicated website or dedicated webpages?**

Yes  No

[http://www.paiz.gov.pl/OECD\\_National\\_Contact\\_Point](http://www.paiz.gov.pl/OECD_National_Contact_Point)

The website is available in Polish, English and as a basic information in Russian. It contains information on: the Polish NCP, the guidelines, about filing a complaint, major cases handled by the NCP and the NCP network worldwide. It contains also FAQ, links and downloads sections. The download section includes: the guidelines in Polish and link to all the other language versions, a complaint form, the Polish NCP's procedures for dealing with special instances and a series of print-out information materials. These include: The OECD Guidelines in brief, FAQ (both documents in Polish and English) and a general information on the Guidelines and NCP's role in Russian and Ukrainian. The section contains also link to OECD Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas Diligence.

In November 2013 most of the articles have been prepared and translated anew which influenced statistics seriously. Between 1.04.2013 and 31.03.2014 we have noted ca 20 thousand visits to Polish version of the website (ca 1600 monthly) and 4 thousand to English version. For the English version the reconstruction meant increase in monthly movement from average of 61 visits to 727. Most downloaded document are the OECD Guidelines in Polish – 1226 downloads over the reporting period. Here also average number of downloads grew after reconstruction by almost 50%. Most of the other downloads appeared with the renewal of the website and are downloaded 15-20 times per month. There is however one noteworthy exception – the documents in Russian and Ukrainian which are downloaded 30-40 times per month and the interest in them is steadily growing.

**12. Are the 2011 Guidelines available online?**

Yes  No

Polish and link to all the other

**13. Are the 2011 Guidelines available in print?**

Yes  No

Over the reporting period we have distributed 198 issues of the Guidelines in Polish (printed by us) and 3 in English. They were distributed to: trade unionist (133), NGOs' representatives (30), companies', employers' and entrepreneurs' representatives' (20), as well as legal representatives and judges (15). We try to give the whole document only to those, who are either trained in the subject of guidelines or directly interested. As a popular handout we use "The OECD Guidelines in Brief" – a print-out document.

**14. Did you develop other products to raise awareness of the Guidelines?**  Yes  No

We have prepared the mentioned above print-out documents (The OECD Guidelines in brief, FAQ and a general information on the Guidelines and NCP's role in Russian and Ukrainian). In cooperation with Instytut Allerhanda (the Allerhand's Institute), under the framework of a project funded by Polish-American Freedom Fund "Mam Prawo" ("I have right"), there has been prepared short spot on OECD Guidelines in Polish and Russian (<http://mam-prawo.org/video/>). The website of the project contains also a brief information about the guidelines and the NCP network in Polish and Russian.

**15. Is your Annual Report available online?**  Yes  No

[http://www.paiz.gov.pl/OECD\\_National\\_Contact\\_Point/downloads](http://www.paiz.gov.pl/OECD_National_Contact_Point/downloads)

**16. Is your Annual Report available in print?**  Yes  No

**17. Does the NCP coordinate with other government activities on responsible business conduct?**

Yes  No

We take part in all the initiatives organized by the Ministry of Economy, especially the working groups. However the Polish NCP at the moment concentrates mainly on informing on the guidelines working rather complementary than concurrently to other initiatives.

**18. Does the NCP, together with appropriate state entities (export credits agency, investment state-owned enterprises, overseas investment guarantee and inward investment promotion programs ...), inform prospective investors about the Guidelines and their implementation?**

Yes  No

Our website is a part of PAIIZ website, first choice information source for all companies planning to invest in Poland.

**19. If the NCP conducted surveys or collected data documenting enterprises' awareness and use of the Guidelines, such as references in corporate codes of conduct, provide details.**

There has been no survey, however the monitoring questionnaires collected after the training for employers and entrepreneurs show that out of 10 persons 4 knew nothing about the guidelines before the meeting and 6 heard about them but just briefly. Those who knew something about the subject might have been overrepresented as there were a few persons cooperating with BIAC.

**20. Does the NCP have a promotional plan on the Guidelines?**  Yes  No

**21. Did the NCP organise any event to promote the Guidelines and their implementation procedures?**

Yes  No

**Title**

<b>Date</b>	11-12/09/2013
<b>Place</b>	Warszawa
<b>Further details</b>	2-day workshop organized by Friedrich Ebert Stiftung, Polish NCP, NSZZ "Solidarnosc" as Polish representation of TUAC and TUAC aimed at broadening knowledge of trade unioners on the guidelines and introducing practical skills in filing of complaints. Participants: 55, including 47 representatives of Polish trade unions. Guest speakers: Danish Chopra, British NCP; Kirsteen Drew, TUAC, Peter Rossman, IUF and a team of mediators (Ewa Zdunek, Katarzyna Sawicka, Karolina Alama-Osmolska).
<b>Title</b>	The OECD Guidelines in Practice of NGOs. Workshop.
<b>Date</b>	4 Oct 2013
<b>Place</b>	Kraków
<b>Further details</b>	Practical, whole-day workshop organized in cooperation with the Allerhand's Institute. Participants: 12 representatives of NGOs from Krakow area, guest speakers: Beata Faracik on the UN Guiding Principles and mediators' team in mediation simulation (Katarzyna Sawicka, Karolina Alama-Osmolska).
<b>Title</b>	The OECD Guidelines in Practice of Companies. Workshop.
<b>Date</b>	3 Apr 2014
<b>Place</b>	Warszawa
<b>Further details</b>	Practical, whole-day workshop organized in cooperation with Pracodawcy RP, Polish representation of BIAC. Participants: representatives of 10 companies (working in areas of legal representatin, HR, compliance and CSR), guest speaker in mediation simulation: Ewa Zdunek.

**22. Did the NCP participate in any event organised by stakeholders or other entities to promote the Guidelines and their implementation procedures?**

Yes  No

<b>Title</b>	The OECD Guidelines in Practice of Trade Unions
<b>Date</b>	24 Oct 2013
<b>Place</b>	Łowicz
<b>Further details</b>	2-hour presentation on the guidelines, NCP network and filing of the complaints during the meeting of the Fruit and Vegetable Processing Sector's Section of NSZZ Solidarność. Participants: 18 trade union representatives.
<b>Title</b>	The OECD Guidelines in Practice of Trade Unions

<b>Date</b>	7 Nov 2013
<b>Place</b>	Zakopane
<b>Further details</b>	2-hour presentation on the guidelines, NCP network and filing of the complaints during the meeting of the Sweets Producers and Bakeries Section of NSZZ Solidarność. Participants: 48 trade union representatives and 3 representatives of employers.
<b>Title</b>	Kongres Prawa Pracy (The Labour Law Congress)
<b>Date</b>	26 Nov 2013
<b>Place</b>	Warszawa
<b>Further details</b>	20-minute presentation introducing the Guidelines and their implementation framework during Kongres Prawa Pracy - conference on labour law, organized by the Allerhand's Institute for lawyers, legal representatives and judges. Participants: ca 50 persons.
<b>Title</b>	Meeting of Polish Section of BIAC
<b>Date</b>	13 Dec 2013
<b>Place</b>	Warszawa
<b>Further details</b>	2-hour presentation on the guidelines, NCP network, filing of the complaints and positive ways of using Guidelines in dialogue with employers during the training for trainers of collective bargaining of NSZZ Solidarnosc. The people were to train during the coming project ca 150 trade unioners in collective bargaining procedures, including the possible use of the OECD Guidelines. Participants: 20 persons.
<b>Title</b>	The OECD Guidelines in Common Practice of NGOs and Trade Unions. Workshop.
<b>Date</b>	27 Feb 2014
<b>Place</b>	Kraków
<b>Further details</b>	Practical, whole-day workshop organized in cooperation with Polska Zielona Sieć (Polish Green Network) and OPZZ (trade union network) as a part of their training programme aimed at enhancing cooperation of NGOs and trade unions "Godna Praca" ("The Worthy Work"). Participants: 18 persons - 9 representatives of NGOs and 9 representatives of trade unions, guest speaker: Stefan Grasgruber-Kerl, Suedwind Kampagnen on cooperation of trade unions and NGO's and Austrian NCP practices.

**23. What use has been made of embassies, notably in emerging markets and other non-adhering countries, for raising awareness and promoting the Guidelines?**

We have not used the channel of information so far.

**24. Does the NCP have a direct relationship with OECD partner organisations and/or other leading responsible business conduct instruments:**

- |   |   |  |
|---|---|--|
| <b>ILO?</b>   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| <b>UN Global Compact and its local networks?</b>                              | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| <b>UN Office of the High Commissioner on Human Rights?</b>                    | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| <b>National Institution for the Protection and Promotion of Human Rights?</b> | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| <b>Global Reporting Initiative?</b>   | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| <b>ISO26000?</b>  | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| <b>Other</b>  | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |

We are in contact with the organizations/ initiatives, as well as working groups in the field of CSR organized by Ministry of Economy, Polish representations of BIAC and TUAC.

**25. Does the NCP or another government agency promote the OECD Risk Awareness Tool for Multinational Enterprises in Weak Governance Zones?**

- Yes  No

We use the document when training representatives of companies. The link to the document is available on our website.

**26. Does the NCP or another government agency promote the OECD Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High Risk Areas?**

- Yes  No

We use the document when training representatives of companies. The link to the document is available on our website.

**27. Were enquiries received on the Guidelines and their implementation procedures**

- |  |   |  |
|--|---|--|
| <b>From other NCPs?</b>                            | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| <b>From the business community?</b>                | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| <b>From labour organisations?</b>                  | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| <b>From non-governmental organisations?</b>        | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| <b>From governments of non-adhering countries?</b> | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| <b>Other</b>                                       | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |

There has been 7 enquiries by e-mail and ca 15 by phone from different partners. Most of them appear as a follow up of previous workshops.



## C. Proactive agenda

*In accordance with the Investment Committee's proactive agenda, NCPs should maintain regular contact, including meetings, with social partners and other stakeholders in order to: a) consider new developments and emerging practices concerning responsible business conduct; b) support the positive contributions enterprises can make to identify and respond to risks of adverse impacts associated with particular products, regions, sectors or industries*

### 28. Did the NCP identify new emerging challenges for enterprises, or engage in any related activities?

Yes  No

We see a big challenges in Poland in awareness and information policy. Companies from Poland go more and more international, both with production and capital engagement, but hardly inform about the fact. Analyzing websites of Polish textile industry one can learn a lot about international retail activity and hardly anything about international production activity. It happens that companies acting through the agents are not fully aware of localization of the production and have hardly any awareness of responsibility in supply chains.

## D. Co-operation and peer learning

*In addition to contributing to the Committee's work to enhance the effectiveness of the Guidelines, NCPs will engage in joint peer learning activities. In particular, they are encouraged to engage in horizontal, thematic peer reviews and voluntary NCP peer evaluations. Such peer learning can be carried out through meetings at the OECD or through direct co-operation between NCPs.*

### 29. Did the NCP engage in direct co-operation with other NCPs?

Yes  No

We consulted French NCP on a special instance that has been submitted in February 2014 and plan to consult further. Mr Danish Chopra from British NCP took part in our regional workshop for trade unions in September 2013. At the moment we start to prepare in cooperation with Friedrich Ebert Stiftung an event which will take place this autumn and engage the NCPs from the Vysehrad Group countries.

### 30. Is the NCP interested in volunteering for a peer evaluation?

Yes  No

### 31. Is the NCP interested in being part of the team conducting a voluntary peer evaluation?

Yes  No

2nd half of 2014

## E. Specific instances

32. Did the NCP develop procedures for handling specific instances?  Yes  No

- are they available online?  Yes  No

[http://www.paiz.gov.pl/OECD\\_National\\_Contact\\_Point/downloads](http://www.paiz.gov.pl/OECD_National_Contact_Point/downloads) and [http://www.paiz.gov.pl/OECD\\_National\\_Contact\\_Point/filing\\_a\\_complaint](http://www.paiz.gov.pl/OECD_National_Contact_Point/filing_a_complaint)

- in which language/s ? Polish and English

- do procedures take into account the 2011 Procedural Guidance?  Yes  No

33. How many new specific instances did the NCP receive in the reporting period?

<b>Title</b>	Not to be disclosed till the initial assesment is completed (expected by the end of April 2014)		
<b>Leading NCP</b>	Polish		
<b>Supporting NCP</b>	French		
<b>Description</b>	Not to be disclosed till the initial assesment is completed		
<b>Theme/s</b>	II. General Policies		
<b>Date specific instance received</b>	4.02.2014		
<b>Host country/ies</b>	Poland		
<b>Source</b>	<input checked="" type="checkbox"/> Trade Union <input type="checkbox"/> NGO <input checked="" type="checkbox"/> Individuals <input type="checkbox"/> Business <input type="checkbox"/> Other interested parties		
<b>Industry sector</b>	Information and communication		
<b>Status</b>	In progress		
<b>Summary</b>	Not to be disclosed till the initial assesment is completed		
<b>Initial assessment</b>	<b>Assistance to parties</b>	<b>Conclusion of the procedures</b>	
From date: 14 Feb 2014	From date:	From date:	
To date: 30 Apr 2014	To date:	To date:	
To be provided as soon as the initial assessment will be completed.			

34. Do you have any updates on specific instances that were reported and not concluded in the previous reporting period?

Yes  No

## F. Useful experiences and future work

### 35. Provide any other information on the nature and results of NCP activities during this implementation cycle of the updated Guidelines, including on any useful experiences and/or difficulties encountered in carrying out the duties of the NCP.

In September 2013 we have introduced new procedures of Polish NCP, including a complaint form. Thanks to the step it was possible to update and rearrange our website, which we did in November 2013. We have also rearranged our promotional activities from organizing 1 or 2 general conferences annually to organizing more smaller workshops for social partners' representatives.

Starting with the organization of the regional workshop for trade unions in September 2013, we have prepared the training programmes for all three groups of social partners (CSOs, trade unions, employers and entrepreneurs), including: dedicated presentations and dedicated sets case studies for each of the groups. Where possible we try to include in programme either meeting with professional mediators or also a simulation of mediation. We also try to do that as much as possible in cooperation with the social partners. We have provided that kind of training (from 2-hour lecture to whole day workshop) to more than 180 people.

The concept of organizing dedicated workshops seems to bring better results than activities undertaken in the previous reporting periods. We have a first special instance after 8 year break. Trade unionists have started to use the guidelines in their dialogue, which we start to see also in press. As far as we know there are chances that Polish OECD Watch representation will appear in coming months.

We try to review the cases that have been filed in previous year, however after the long period of time we meet many obstacles.

Our nearest plans include another workshop for employers and entrepreneurs (13.06.2014), another training for NGOs' representatives (May or June 2014), regional workshop for trade unions and NCPs from the Vysehrad Group countries (autumn 2014). There have been prepared two projects engaging the Polish NCP, which await assessment in their competitions for founding. First of them is the second edition of "The Worthy Work" training programme. The other, prepared in cooperation with Pracodawcy RP includes: preparing of the OECD Guidelines and social dialogue implementation guide for MNEs, regional workshops for MNEs representatives and preparation of on-line self assessment tool, based on due diligence methodology.

### 36. Based on your recent activities, what issues might deserve particular attention during the 2014-2015 implementation cycle of the OECD Guidelines?

In CEE region for sure promoting the knowledge on the OECD Guidelines among all the social partners.

## **NCP CONTACT INFORMATION**

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