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**Ordinance
on the Organisation of the National Contact Point
for the OECD Guidelines for Multinational Enterprises
and on its Advisory Board
(NCPO-OECD)**

of 1 May 2013 (Status as of 1 June 2013)

The Swiss Federal Council,

on the basis of Articles 55, 57 and 57c paragraph 2 of the Government
and Administration Organisation Act of 21 March 1997¹,

ordains:

**Section 1
National Contact Point for the OECD Guidelines
for Multinational Enterprises**

Art. 1 Tasks

¹ The National Contact Point for the OECD² Guidelines for Multinational Enterprises (NCP) promotes in terms of Clause I.11 of the OECD Guidelines of 25 May 2011³ for Multinational Enterprises (OECD Guidelines) the implementation of the Guidelines by international enterprises that have their registered office or a permanent establishment in Switzerland.

² It has the following tasks in particular:

- a. It promotes awareness and the dissemination of the OECD Guidelines.
- b. It accepts submissions raising specific instances regarding possible violations by companies of the OECD Guidelines and mediates between the parties.
- c. It responds to enquiries about the OECD Guidelines.

AS 2013 1313

¹ SR 172.010

² Organisation for Economic Co-operation and Development

³ OECD Declaration of 25 May 2011; www.oecd.org > Topics > Industry and Entrepreneurship > Guidelines for Multinational Enterprises; a German translation is available in the report of 11 January 2012 on foreign economic policy 2011, BBl 2012 827, here 938.

Art. 2 Responsibility

The State Secretariat for Economic Affairs (SECO) runs the NCP.

Art. 3 Submissions raising specific instances

¹ Submissions raising specific instances regarding possible violations of the OECD Guidelines may be raised by individual persons or groups.

² They must be submitted in writing.

Art. 4 Procedure for dealing with submissions raising specific instances

¹ The NCP shall issue instructions on dealing with submissions raising specific instances, taking account of the Procedural Guidance of the OECD Guidelines.

² The NCP shall set up a working group within the Federal Administration to deal with a submission raising a specific instance. The working group shall include representatives of the offices of the Federal Administration that are affected by the specific instance.

Section 2**Federal Advisory Board to the National Contact Point for the OECD Guidelines for Multinational Enterprises****Art. 5** Status

The Federal Advisory Board to the National Contact Point for the OECD Guidelines for Multinational Enterprises (NCP Advisory Board) is a standing administrative committee as defined in Article 8a paragraph 2 of the Government and the Administration Organisation Ordinance of 25 November 1998⁴ (GAOO).

Art. 6 Tasks

¹ The NCP Advisory Board advises the NCP on its strategic orientation and on the application of the OECD Guidelines and the NCP procedural instructions.

² It shall encourage a dialogue between interest groups and contribute to the effective implementation of the OECD Guidelines.

Art. 7 Composition and appointment

¹ The NCP Advisory Board has 14 members. It shall comprise:

- a. the Director of SECO and three further members of the Federal Administration;
- b. two representatives each from employers' federations, trade unions, trade associations, non-governmental organisations and academia.

⁴ SR 172.010.1

² The NCP Advisory Board shall be jointly chaired by the Director of SECO and one additional member of the NCP Advisory Board in accordance with paragraph 1 letter b.

³ The Federal Council shall appoint the members of the NCP Advisory Board and its joint-chairpersons on the proposal of the Federal Department of Economic Affairs, Education and Research (EAER).

Art. 8 Meetings

¹ The NCP Advisory Board meets twice a year. If required, further meetings shall be held.

² The meetings are convened by the joint-chairpersons.

³ The NCP Advisory Board may invite NCP staff and additional specialists from within and outside the Federal Administration to attend the meetings.

Art. 9 Non-public nature and provision of information

¹ The discussions of the NCP Advisory Board are not held in public.

² The NCP Advisory Board shall publish a brief statement on its discussions following each meeting. It shall report on its activities in the NCP annual report.

Art. 10 Remuneration and department responsible for costs

¹ The remuneration paid to the members of the NCP Advisory Board is governed by the GAOO⁵.

² The costs of the NCP Advisory Board are borne by the EAER.

Art. 11 Secretariat

The SECO runs the Secretariat to the NCP Advisory Board.

Section 3 Final Provisions

Art. 12 Amendment of current legislation

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Art. 13 Commencement

This Ordinance comes into force on 1 June 2013.

⁵ SR 172.010.1

⁶ The amendment may be consulted under AS 2013 1313.

