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**DIRECTORATE FOR FINANCIAL AND ENTERPRISE AFFAIRS  
INVESTMENT COMMITTEE**

**Meeting of the Network of National Contact Points for Responsible Business  
Conduct**

**NATIONAL CONTACT POINT 2017 REPORT TO THE OECD  
Chile Questionnaire**

This document is available in PDF format only.

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## NATIONAL CONTACT POINT REPORTING QUESTIONNAIRE (2017)

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 60 questions and 2 annexes under the following headings:

- A. Contact information
- B. Institutional arrangements
- C. Information and promotion
- D. Specific instances
- E. Peer learning
- F. Policy coherence
- G. Impact and future work

Annex 1: NCP PROMOTIONAL ACTIVITIES

Annex 2: SPECIFIC INSTANCES

### TYPES OF QUESTIONS

#### 1. Yes/No questions

Most questions are Yes/No questions. For each of these questions, please select “Yes” or “No” from the dropdown menu. If a question is not relevant to your NCP, please select N/A (not applicable).

**Example:**

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

#### 2. Open-ended questions

- a) Under certain Yes/No questions, there are open-ended questions to request more detail. For each open-ended question, an answer box is provided. Please keep responses precise and short.

**Example:**

<b>(a) Location of the NCP</b>	
1. Is the NCP located in a Ministry?	Yes/No
If yes, in which Ministry is the NCP located?	<a href="#">Click here to enter text</a>
If yes, in which department of the Ministry?	<a href="#">Click here to enter text</a>

<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”.

- 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 **Location of the NCP:***  
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.

- **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.
- **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.
- **Independent NCP:** An independent NCP is one whose members do not belong to a government administration, although generally an independent NCP will be supported by a secretariat based in a government administration.
- **Oversight body:** Some NCPs have an oversight body, which has a monitoring role, for example on whether the NCP has followed its own rules of procedures. They 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.
- **Stakeholder meeting:** A stakeholder meeting is a meeting organised by the NCP to meet with stakeholders, including trade unions, NGOs and the business community that are not part of the structure of the NCP (i.e. they are not members of the NCP, nor present on advisory or oversight bodies).

## REPORTING PERIOD

The reporting period for this questionnaire is from 1 January to 31 December 2017.

## SUBMISSION

The questionnaire should be completed by using this word document and sent by email to: [investment@oecd.org](mailto:investment@oecd.org) copying [barbara.bijelic@oecd.org](mailto:barbara.bijelic@oecd.org) and [kathryn.dovey@oecd.org](mailto:kathryn.dovey@oecd.org) by **15 January 2018**.

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

## NATIONAL CONTACT POINT REPORTING QUESTIONNAIRE (2017)

A. CONTACT INFORMATION	
<i>Please provide the contact information of the person filling in the questionnaire.</i>	
Name:	Felipe Lopeandia
Job title:	Head of the OECD Department and Chilean National Contact Point
Email:	<a href="mailto:flopeandia@direcon.gob.cl">flopeandia@direcon.gob.cl</a>
Telephone number:	+56228275570

B. INSTITUTIONAL ARRANGEMENTS	
<b>(a) Location of the NCP</b>	
1. Is the NCP located in a Ministry?	Yes
If yes, in which Ministry is the NCP located?	Ministry of Foreign Affairs
If yes, in which department of the Ministry?	OECD Department, at the Economic Directorate
2. Is the NCP located in an investment promotion agency?	No
3. Is the NCP an independent NCP?	No
4. Has the NCP been established through a legal, regulatory or administrative instrument (e.g. a decree)?	No
If yes, please provide the name and date of this instrument	<a href="#">Click here to enter text.</a>
<p><i>Additional comments on <b>Location of the NCP</b>:</i></p> <p><a href="#">Click here to enter text.</a></p>	
<b>(b) Composition of the NCP</b>	
5. Who are the members of the NCP? <i>Please describe the functions of the members of the NCP (e.g. President, Secretariat, Independent expert, etc.). No names are required.</i>	The Chilean NCP has an Executive Secretariat which main responsibilities are to assist and advise the NCP in the specific instance and support the role in the Promotional Activities. Is also the Head of the OECD Department
6. Does the NCP have dedicated full-time staff? <i>"Dedicated full-time staff" means staff working full-time on NCP activities. If yes, please indicate the number.</i>	No
7. Does the NCP have dedicated part-time staff? <i>"Dedicated part-time staff" means staff dedicating part of their time to NCP activities. If yes, please indicate the number.</i>	3
8. Have any full-time or part-time staff members joined the NCP during the year? <i>If yes, please indicate how many.</i>	1
9. Have any full-time or part-time staff members left the NCP during the year? <i>If yes, please indicate how many.</i>	1

10. Are other Ministries part of the institutional arrangements of the NCP? <i>(e.g. represented on advisory or oversight bodies, participate in specific instances, etc.)</i>	Yes
If yes, please list the Ministries (e.g. Social Affairs, Labour, Trade, Environment, Foreign Affairs, Justice, Finance, etc.)	The Governmental Advisory Committee is composed by government agencies related to the OECD Guidelines Principles: Public Prosecutor; Ministry of Labour and Social Welfare; Internal Revenue Service; National Economic Prosecutor; Ministry of Economy; National Consumer Service; Ministry of Environment; and Ministry of Foreign Affairs (Human Rights Division)
11. Are social partners and other stakeholders (trade unions, business community, civil society and other non-governmental organisations) part of the institutional arrangements of the NCP? <i>(e.g. represented on advisory or oversight bodies, represented as members of the NCP, making NCP decisions on specific instances)</i>	
NGOs	Yes
Representatives of the business community	Yes
Trade unions	Yes
12. Does the NCP have an advisory body?	Yes
If yes, please describe its functions	The Chilean NCP has two Advisory committees: 1. The Governmental Advisory Committee: This Committee is composed by Ministries related to the OECD Guidelines Principles. The objective is to advise the Chile NCP in the Specific Instances and provide recommendations in specific areas; 2. The Civil Society Committee, composed by representatives from Business Associations; Trade Unions; Non-governmental Organizations; Academia and Experts on Responsible Business Conduct. The main function is to advice on disseminating the OECD Guidelines and the role of the Chile NCP. The Committee provides expertise and works together with the NCP to promote the OECD Guidelines.
If yes, please list the names of organisations that are represented on the advisory body and the type of organisation, or provide a link to the list on the NCP website. <i>(e.g. government, NGO, trade union, business, business organisation, academic, consumer organisation, etc.)</i>	Civil society Committee <u>Academia</u> Centro Derecho Ambiental UCHILE Centro Estudios Internacionales PUC Vincular <u>NGOs – civil society</u> Fundación Multitudes Acción Empresas Prohumanas Fundación Terram <u>Trade unions</u> Central Unitaria de Trabajadores (CUT) Central Autónoma de Trabajadores (CAT) <u>Business</u> Cámara Chilena de la Construcción (CCHC) Sociedad Nacional de Minería (SONAMI) Cámara Nacional de Comercio (CNC) SOFOFA <u>Observer public bodies</u>

	Consejo para la Transparencia INDH
If yes, please indicate how often the NCP meets with the advisory body	Between three times a year and once a month
13. Does the NCP have an oversight body?	No
If yes, please describe its functions	<a href="#">Click here to enter text.</a>
If yes, please list the names of organisations that are represented on the oversight body and the type of organisation, or please provide a link to the list on the NCP website. <i>(e.g. government, NGO, trade union, business, business organisation, academic, consumer organisation, etc.)</i>	<a href="#">Click here to enter text.</a>
If yes, please indicate how often the oversight body meets	Choose an item.
14. Does the NCP have a body for both advice and oversight?	No
If yes, please describe its functions	<a href="#">Click here to enter text.</a>
If yes, please list the names of organisations that are represented on the oversight body and the type of organisation, or provide a link to the list on the NCP website. <i>(e.g. government, NGO, trade union, business, business organisation, academic, consumer organisation, etc.)</i>	<a href="#">Click here to enter text.</a>
If yes, please indicate how often this body meets	Choose an item.
<i>Additional comments on <b>Composition of the NCP</b>:</i> <a href="#">Click here to enter text.</a>	
<b>(c) Financial resources</b>	
15. Did the NCP have a dedicated budget this year?	Yes
16. Did the NCP have a dedicated budget to conduct its promotional activities during the year?	Yes
If no, were financial resources for promotional activities allocated on an ad hoc basis when requested by the NCP?	Choose an item.
17. Did the NCP have a dedicated budget to conduct its activities related to specific instances during the year?	Yes
If no, were financial resources for specific instances allocated on an ad hoc basis when requested by the NCP?	Choose an item.
18. During the year, was the NCP able to access funds for the following activities:	
Organising promotional events	Yes
Attending NCP meetings at the OECD	Yes
Attending events organised by other NCPs	Yes
Attending events organised by other stakeholders	Yes
Professional mediator fees or in-house mediator fees	No
Fact-finding research into specific instances	No

<i>Additional comments on <b>Financial resources</b>:</i> Click here to enter text.	
<b>(d) Reporting</b>	
19. Does the NCP report to the government on its activities?	Yes
If yes, how often?	Three times a year
20. Does the NCP report to parliament on its activities?	No
If yes, how often?	Choose an item.
<i>Additional comments on <b>Reporting</b>:</i> Click here to enter text.	

<b>C. INFORMATION AND PROMOTION</b>	
<b>(a) NCP website<sup>2</sup></b>	
21. Was a new NCP website created this year? If yes, please provide the link.	No <input type="text" value="Click here to enter text."/>
22. 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
Information on the NCP and its mandate	Yes
The 2015 NCP Annual Report submitted to the OECD	No
The NCP's own 2015 Annual Report	No
<b>Information about specific instances</b>	
Instructions on how to submit a specific instance	Yes
The NCP's rules of procedures	Yes
All final statements since 2011	Yes
<b>Information on promotional activities</b>	
Information on upcoming events promoting the Guidelines	Yes
Information on past events promoting the Guidelines	Yes
<b>Contact information</b>	
Information on how to make an enquiry to the NCP	Yes
A phone number to reach the NCP directly	Yes
An email address to reach the NCP directly	Yes

<sup>2</sup> This includes dedicated NCP webpages as part of the Ministry's website.



<p><i>Additional comments on NCP website:</i> Click here to enter text.</p>	
<p><b>(b) Promotional activities<sup>3</sup></b></p>	
<p>23. Did the NCP organise or co-organise events to promote the Guidelines and/or the NCP during the year? <i>If yes, please provide details in table 1 in Annex 1.</i></p>	Yes
<p>24. Did the NCP make a presentation to promote the Guidelines and/or the NCP in events organised by others? <i>If yes, please provide details in table 2 in Annex 1.</i></p>	Yes
<p>25. Did the NCP make use of social media to communicate on NCP promotional activities during the year?</p>	Yes
<p>26. Did the NCP hold a stakeholder meeting during the year?</p>	Yes
<p>27. Did the NCP promote the Guidelines among the business community during the year?</p>	Yes
<p>28. Did the NCP carry out any training on the Guidelines aimed at businesses during the year?</p>	Yes
<p>29. Did the NCP promote the Guidelines among NGOs during the year?</p>	Yes
<p>30. Did the NCP promote the Guidelines among trade unions during the year?</p>	Yes
<p>31. Did the NCP promote the Guidelines among government agencies during the year?</p>	Yes
<p>32. Did the NCP promote the Guidelines among embassies abroad during the year?</p>	No
<p>33. Did the NCP promote the Guidelines to investment promotion agencies during the year?</p>	No
<p>34. Did the NCP refer to the following sector guidance reports in promotional activities during the year:</p>	
<p>OECD Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas</p>	Yes
<p>OECD Due Diligence Guidance for Meaningful Stakeholder Engagement in the Extractive Sector</p>	Yes
<p>OECD-FAO Guidance for Responsible Agricultural Supply Chains</p>	No
<p><i>Additional comments on the section Promotional activities:</i> Click here to enter text.</p>	

<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.

<b>D. SPECIFIC INSTANCES</b>	
<b>(a) NCP rules of procedure for handling specific instances</b>	
35. Does the NCP have rules of procedure describing the handling of specific instances?	Yes
36. Are the rules of procedure available online? <i>If yes, please provide link. If no, please attach a copy of the rules of procedure to this questionnaire</i>	Yes <a href="https://www.direcon.gob.cl/ocde/punto-nacional-de-contacto/procedimiento-de-presentacion-de-una-instancia-especifica/">Click https://www.direcon.gob.cl/ocde/punto-nacional-de-contacto/procedimiento-de-presentacion-de-una-instancia-especifica/here to enter text.</a>
37. Were the NCP's rules of procedure modified this year?	Yes
<i>Additional comments on the section <b>Rules of procedure:</b> This NCP is currently working in a new version of the rules of procedure, attending the findings of the peer review process, specially for the steps on initial evaluation.</i>	
<b>(b) Specific instance practicalities</b>	
38. Does the NCP confirm receipt of a specific instance submission?	Yes
39. Who has the final sign-off on accepting a specific instance? <i>Please provide the function of the relevant staff within the NCP. No names are required.</i>	The NCP official has the final sign-off on accepting a specific instance
40. Who has the final sign-off on final statements? <i>Please provide the function of the relevant staff within the NCP. No names are required.</i>	The NCP official has the final sign-off on accepting a specific instance
41. Does the NCP request feedback from the parties on the procedure following the conclusion of a specific instance?	Yes
42. Has the NCP staff undergone training in dispute resolution or problem-solving (e.g. mediation)?	No
43. Did the NCP engage professional mediators during the year?	No
44. Did the NCP staff or members conduct mediation this year?	No
<i>Additional comments on the section <b>Specific instance practicalities:</b> Click here to enter text.</i>	
<b>(c) Reporting specific instances</b>	
45. Did the NCP receive new specific instance submissions during the year? <i>If yes, please also provide details in Annex 2</i>	Yes

46. 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? <i>If yes, please also provide details in Annex 2</i>	N/A
<p><b>Additional comments on the section <i>Reporting specific instances</i>:</b>  <a href="#">Click here to enter text.</a></p>	

<b>E. PEER LEARNING</b>	
47. Did the NCP take part in the following activities with other NCPs during the year:	
NCP-hosted peer learning activities	<i>No</i>
Co-operation with other NCPs in handling specific instances	<i>No</i>
Mentoring/capacity building of another NCP	<i>Yes</i>
48. Is the NCP interested in hosting an NCP learning/experience-sharing event in 2017?	<i>Yes</i>
49. Which topic would the NCP consider to be a priority to cover in a peer learning event?	Mediation; sectorial capacity building
50. Is the NCP interested in participating in developing tools for use by NCPs?	<i>Yes</i>
<p><b>Additional comments on the section <i>Peer-learning activities</i>:</b>  <a href="#">Click here to enter text.</a></p>	

<b>F. POLICY COHERENCE<sup>4</sup></b>	
51. Have the Guidelines been referred to in relevant national legislation adopted during the year? <i>(e.g. on responsible business conduct; non-financial reporting, export credits regulation, public procurement)</i>	<i>Yes</i>
If yes, please provide a link to the legislation. <i>If a link is not available, please attach a copy of the legislation to this questionnaire.</i>	Regulation for Clean Production Agreements
52. Did the NCP communicate public statements on specific instances to public procurement officials?	<i>No</i>
53. Did the NCP communicate public statements on specific instances to officials responsible for trade missions?	<i>No</i>

<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 [...]."

54. Did the NCP communicate public statements on specific instances to officials responsible for foreign trade and investment incentives?	No	
55. Did your country adopt a National Action Plan (NAP) this year? <i>If yes, please indicate which type of NAP</i>	Yes	NAP on Business and Human Rights
If yes, does the NAP make reference to the Guidelines?	Yes	
If yes, does the NAP make reference to the NCP?	Yes	
56. Was a NAP in development this year? <i>If yes, please indicate which NAP.</i>	Yes	N/A
If yes, did the NCP participate in the development of the National Action Plan?	Yes	
57. Please indicate any other examples of policy coherence activities:	Click here to enter text.	
<i>Additional comments on <b>Policy Coherence</b>:</i> Click here to enter text.		

<b>G. IMPACT AND FUTURE WORK</b>	
58. Does the NCP have a promotional plan for the coming year (2017)?	No
59. Is the NCP interested in being a <u>reviewer</u> in a peer review planned in 2017 or 2018?	No
60. Is the NCP interested in being an <u>observer</u> of a peer review planned in 2017 or 2018?	Yes
61. Please enter the relevant fluent language capabilities of your team (French, English and/or Spanish)	Spanish, english
62. Has the NCP faced any particular challenge(s) it would like to highlight this year?	Click here to enter text.
<i>Additional comments on the section <b>Impact and future work</b>:</i> 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 (dd/mm/yyyy)	Location	Type of event	Size of audience	Organised or co-organised?	Targeted audience <i>e.g. Business representatives, NGOs, Trade unions, Academia, General public, Government representatives, etc.</i>	Theme <i>e.g. the OECD Guidelines, the NCP activities on sector due diligence guidance documents, etc.</i>
OECD National Contact Points (NCP), Non-Judicial Remediation Mechanism for Transnational Corporations	08/04/2017	Santiago, Chile	Conference	50-100	Co-organised	Business representatives, NGOs, Trade unions, Academia, General public, Government representatives	Presentation of the NCP and the specific instances
Guidelines of the Organization for Economic Cooperation and Development (OECD) as a tool for the trade union movement	12/12/2017	Iquique, Chile	Conference	10-50	Co-organised	Trade Unions	Presentation of the NCP and the specific instances
The guidelines of the OECD	14/12/2017	Puerto Montt, Chile	Conference	10-50	Co-organised	Trade Unions	Presentation of the NCP and the specific instances

and its practical application in the world of work							
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**Total number=** 3

**Table 2**

Presentations by the NCP to promote the Guidelines and/or the NCP in events organised by others								
Title	Date (dd/mm/yyyy)	Location	Type of event	Size of audience	Targeted audience <i>e.g. Business representatives, NGOs, Trade unions, Academia, General public, Government representatives, etc</i>	Organiser(s)	Type of intervention	Theme of the intervention
Informative Meeting about the NCP	05/2017	Santiago, Chile	Meeting	10-50	Private Sector	Carey & Cia. Estudio Abogados	Presentation	NCP and the specific instances
International Committee Meeting	06/05/2017	Santiago, Chile	Meeting	10-50	Private Sector	National Chamber of Commerce	Presentation	NCP and the specific instances
Regional Seminar: The OECD Guidelines for Multinational Enterprises	10/02-03/2017	Santiago, Chile	Meeting	50-100	Trade Unions	TUAC - FES	Presentation	NCP and the specific instances
Meeting of the Sustainability Committee	10/12/2017	Santiago, Chile	Meeting	10-50	Private Sector	Santiago Chamber of Commerce	Presentation	NCP and the specific instances
Informative Meeting on NCP	10/12/2017	Santiago, Chile	Meeting	10-50	Trade Unions	Autonomous Central Workers	Presentation	NCP and the specific instances
Informative Meeting on NCP	10/25/2017	Santiago, Chile	Meeting	10-50	Private Sector	National Mining Society	Presentation	NCP and the specific instances

Total number=

6.