

Minutes of the Steering Board meeting for the UK NCP held on 17 October 2018

Date: 17 October 2018 at 10:30am

Venue: Department for International Trade (DIT),
3 Whitehall Place, London, SW1A 2AW.

Attendees:

Name	Organisation
Lola Fadina (Chair of the UK NCP Steering Board)	Department for International Trade (DIT, Trade Policy)
John Evans	Trade Union Congress (TUC)
Tim Otty	Non-Governmental Organisations (NGOs)
Sarah Boardman	Foreign & Commonwealth Office (FCO)
Anna Bliss	Interim head of the UK National Contact Point (UK NCP)
Esther Dixon	UK National Contact Point (UK NCP)
David Tang	UK National Contact Point (UK NCP)
Julia Lewis	UK National Contact Point (In an observational capacity as the incoming head of the UK NCP)

Item 1: Welcome

- 1.1 The Chair welcomed the Steering Board.
- 1.2 Apologies received from the following: Representative for the Business constituency, Independent member to the Steering Board, Department for Work & Pensions (DWP), Department for International Development (DfID), Department for Business, Energy and Industrial Strategy (BEIS).

Item 2: Minutes of previous meeting and actions from previous meeting

- 2.1 The minutes for the previous Steering Board meeting of 25 July 2018 had been circulated to members for comment.
- 2.2 Action point under para 3 of the previous meeting (Role of the Steering Board).

The discussion on amendments to the Terms of Reference for the Steering Board would be covered at a future meeting.
- 2.3 Action point under para 4a of the previous meeting (Annual update on engagement strategy).

The UK NCP will refresh its Stakeholder engagement strategy in summer 2019 and will update the Board.
- 2.4 Action points under para 5 of the previous meeting (Steering Board Review).

The UK NCP took into account the Steering Board's comments on the draft summary of the findings of the Steering Board Review on how the unaffiliated member does not have an alternate and is nominated. The summary of the findings has been amended to reflect their comments and published on the UK NCP website.

- 2.5 Action point under 6.3 of the previous meeting (The UK NCP to consider the process for sharing case reports with the Steering Board once they are published on the website).

UK NCP will share cases with Steering Board when they are published on GOV.UK.

- 2.6 Action point under 6.5 of the previous meeting (The UK NCP to consider the process for handling complaints submitted in a language other than English).

This action was discussed under Item 4 of this meeting.

- 2.7 Action point under 7a of the previous meeting (The UK NCP to organise further briefing for the Steering Board in advance of the next Steering Board Meeting and peer review of the UK NCP).

The UK NCP completed this action by organising an extra informal briefing for Steering Board members on the pending OECD peer review of the UK NCP.

- 2.8 Action point under 2.4 of 16 May 2018 Steering Board meeting and 6.3 of the previous meeting (Case reporting).

The 16 May and 25 July 2018 Steering Board meetings produced actions for the UK NCP to consider how the reporting formats for current caseloads could better reflect the timeline for case-handling. However, preparations for the pending OECD peer review meant that this work was deprioritised. The UK NCP will report back to the Steering Board at a later date on this issue.

Action:

- *(Carried over action) The UK NCP to consider how reporting formats for current caseloads can better reflect the timeline for case-handling.*

Item 3: OECD Peer Review

- 3.1 The UK NCP provided an overview of the scope of the OECD Peer Review scheduled for the beginning of November. The Peer review report will follow a standard format and consider the UK NCP's institutional arrangements, promotion of the OECD Guidelines and how specific instances are handled.

- 3.2 The UK NCP previously provided the Steering Board with copies of peer review reports conducted by the OECD on other NCPs. It set out the timetable of events for the UK NCP peer review scheduled for 7 -9 November 2018.

- 3.2 The Steering Board discussed their upcoming session at the peer review and how best to ensure all members could contribute. The UK NCP also gave an overview of the how procedural reviews worked and the Steering Board's role in conducting them.

Action:

- *The UK NCP to circulate a summary of discussions on the likely areas to be covered by the OECD peer review team*
- *The UK NCP to circulate details of the procedural review process to the members.*
- *The UK NCP to recirculate information on its processes.*
- *The UK NCP to provide a summary of cases which have been referred to procedural review including an overview of the proportion of all cases received since 2011.*

Item 4: Report on current caseload

- 4.1 The UK NCP provided with an update on its current caseload.
- 4.2 Under this item, the Steering Board enquired about the logistics of arranging mediation for complaints which were not in the English language and which were likely to take place overseas. It was informed that the arrangements for any mediation of this kind would be discussed with the parties and where it would support participation it could include translation and / or use of DIT's in country staff to facilitate arrangements. The UK NCP will report back to the Steering Board.
- 4.3 The Chair also noted that any proposed processes should not be restricted by formal definitions. They should instead reflect the individual needs of the situation to hand.

Action:

- *The UK NCP to review how language issues in formal mediations had previously been addressed and to report back with its findings to the board.*

Item 5: Update on stakeholder engagement

- 5.1 The UK NCP provided the Steering Board with an overview of the stakeholder engagement activity it had participated in since the last meeting. This included meetings and sessions it had held with the different constituencies of business, civil society groups and trade unions, as well as other government departments.
- 5.2 In addition to this, the UK NCP updated the Steering Board on its participation with the OECD on the development of its new corporate lending guidance as part of roundtable discussions and, an event with UK Finance to discuss the future of responsible banking behaviour.

The UK NCP also informed the Steering Board of its outreach work with the Dutch NCP on handling specific instances and measuring awareness of the OECD Guidelines.
- 5.3 The member for the TUAC constituency also mentioned an event they would be participating in with the Ethical Trading Initiative and that they would take the opportunity to promote the UK NCP and its work.

Item 6: Monitoring and Evaluation

- 6.1 The UK NCP reported that it had participated in a peer learning workshop at the University of Greenwich with other organisations funded by DfID under the under its Responsible, Accountable and Transparent Enterprise (RATE) programme.

Item 7: Any other business

- 7.1 The Steering Board was informed that the Head of the UK NCP would be attending the UN Business and Human Rights Forum in Geneva at the end of November 2018.
- 7.2 The UK NCP also confirmed the appointment of Christine Kaufmann as the new Chair of the OECD's Working Party for Responsible Business Conduct.

7.3 Suggested dates were also made for future Steering Board meetings. These are:

- 12th December 2018
- 27th March 2019
- 26th June 2019
- 25th Sept 2019
- 11th December 2019

The meeting was then concluded.