



Terms of Reference for the Ireland NCP Advisory Group

The Department of Enterprise, Tourism and Employment hosts Ireland's National Contact Point (NCP) for the OECD Guidelines for Multinational Enterprises on Responsible Business Conduct as a standalone Unit in the Department. The Guidelines outline that the NCP has two main functions – (i) to further the effectiveness of the Guidelines by promoting them, and (ii) to handle complaints (referred to as 'specific instances') as a non-judicial grievance mechanism to help parties resolve the issues raised in line with the recommendations in the Guidelines.

Purpose

The Ireland NCP hosts an Advisory Body to help and advise on its activities. This helps to ensure the Ireland NCP is visible, accessible, transparent and accountable, in accordance with its obligations under the Guidelines.

Membership

The Advisory Group will include a balanced range of representatives from businesses, civil society, trade unions, or other governmental departments or agencies with relevant expertise in the broad range of topics covered by the Guidelines. Members will be invited to the Group by the Ireland NCP. A list of members is included in Annex 1.

Membership is voluntary and members will not be remunerated for their services. All members are required to abide by the terms of reference.

Members of the Group must inform the Chair where they believe that items to be discussed or being discussed are likely to give rise to an actual or perceived conflict of interest. The Chair will consider this and will make appropriate arrangements as needed.

As the Guidelines cover a broad range of topics, it may be necessary from time to time to invite experts in particular areas who have the knowledge and understanding of the topic. Any requests of this type will be raised by the Chair, who will issue an invite if needed.

Role of the Advisory Group

The Advisory Group will:

- Support and advise the Ireland NCP to promote and raise awareness of the Guidelines and the role of the NCP.
- Use their own networks, events and publications to promote the Guidelines and the role of the NCP.
- Recommend and agree changes to the Ireland NCP's rules of procedure for handling complaints when necessary to ensure they are understood and assist with the resolution of complaints.
- Identify where clarifications or improvements to the Guidelines could be usefully brought to the attention of the Working Party on Responsible Business Conduct or the OECD Investment Committee and make recommendations to the Ireland NCP accordingly.
- Keep its terms of reference under review and update as necessary.

Role of the Ireland NCP with respect to the Advisory Group

The Ireland NCP will:

- Convene and chair Advisory Group meetings and act as secretariat.
- Invite members, aiming for a broad representation of relevant stakeholders, and ad-hoc expert participants (when needed).
- Keep the Advisory Group informed of developments in relation to the Ireland NCP and the Guidelines, i.e. promotional activities, complaints received, annual reporting to the OECD and OECD meetings.

Roles regarding complaints received

Ireland NCP

The Ireland NCP is responsible for all aspects of the complaint handling process, in line with its rules of procedure and the Procedural Guidance in the Guidelines. This includes communicating with the parties involved, making decisions on the issues raised, procuring external mediation services, publishing statements on its website, etc.

Should the Ireland NCP merit a complaint for further examination and provide its good offices to the parties, confidentiality of this process will be maintained.

The Ireland NCP will inform the Group when a new complaint is received and will provide updates on the progress of existing complaints without breaching confidentiality or disclosing sensitive information received from the parties during the complaint handling process.

Advisory Group

The Advisory Group will not make decisions on the issues raised in a complaint. However, it may make recommendations on the procedures for handling complaints to make the process more effective.

Transparency and confidentiality

The Advisory Group will operate in an open and transparent manner. The Ireland NCP will publish the list of the Group's member organisations.

Should the Ireland NCP or any member of the Group request that particular issues be treated confidentially, this will be respected provided all members agree to this request.

Meetings

The Advisory Group will aim to meet twice a year. Ad-hoc meetings may be convened if necessary. Minutes of meetings will be published on the Ireland NCP's webpage.

Annex 1: List of Advisory Group members

Current members include:

Organisation	Representative
Department of Enterprise, Tourism and Employment	Eoghan Richardson (Chair)
Department of Agriculture, Food and the Marine	Finbar Brown
Department of Environment, Climate and Communications	Charlie Brophy
Department of Finance	Mathew Coakley
Department of Foreign Affairs and Trade	Eimear Hayes
Department of Justice	Suzanne Gunn
Irish Congress of Trade Unions	David Joyce
Christian Aid	Evie Clarke
Chambers Ireland	James Kiernan