

Phase 1

Initial assessment

> Confirmation of receipt

(within seven business days of receipt of the notification the NCP confirms this to the party raising the issue and notifies the business involved that this specific instance has been received.

> Initial assessment

(within three months of receiving the report, wherever possible; published on www.oecdguidelines.nl)

The initial assessment considers the following aspects:

- Whether the Dutch NCP is the appropriate entity;
- The identity of the party concerned (be it an individual or an organization) and its interest in the case;
- Whether the issue is material and substantiated;
- Whether there seems to be a link between the enterprise's activities and the issue raised in the specific instance;
- The relevance of applicable law and procedures, including court rulings;
- How similar issues have been, or are being, treated in other domestic or international proceedings;
- Whether consideration of this specific problem would contribute to the purposes and effectiveness of the Guidelines.

Phase 2

Further consideration / dialogue

Further consideration / dialogue

(wherever possible, within six months of completing the initial assessment)

- The NCP selects two of its members to assign to the case. They will establish Terms of Reference with the parties to be used for the rest of the (confidential) procedure.
- Consultations between the parties can be organized in a number of different ways, for example as a dialogue or using mediation techniques, if suitable the NCP may choose to appoint a third party to assist with conciliation or mediation.
- This phase concludes when an agreement, supported by all parties, has been reached or when the NCP has concluded that the issue is not likely to be resolved within a reasonable timeframe.

Phase 3

Final statement

(wherever possible, within three months of completing the phase of further consideration/ facilitation dialogue; publication on www.oecdguidelines.nl with a response from the Minister for Foreign Trade and Development Cooperation)

- The NCP issues a public statement on the results of the procedure. Confidential information will not be used for this final statement.
- If the parties have reached an agreement, the NCP will refer to this agreement in its final statement.
- If the parties failed to reach an agreement, the NCP will qualify the proceedings in its final statement and make recommendations concerning the implementation of the Guidelines.

Follow-up (optional)

The NCP requests all parties to provide the NCP with information on any progress regarding implementation of the agreements and/or recommendations.