OECD **GUIDELINES**

FOR MULTINATIONAL

ENTERPRISES

INTERNAL RULES

ON THE ORGANISATION AND OPERATION OF THE BULGARIAN NATIONAL CONTACT POINT FOR RESPONSIBLE BUSINESS CONDUCT

Section I

Terminology used

1. Article 25 of the Guidelines states: "When problems arise from the activities of the enterprise, which is carried out in several adjacent countries or by the activity of a group of enterprises organized as a consortium, joint venture or another similar form based in different adhering countries participating NCPs should be consulted with a view to reaching an agreement on which NCP will take a leading role in helping the countries. NCPs can seek help from the chairman of the Investment Committee to reach such an agreement. The lead NCP should consult with the other NCTs they should provide appropriate assistance when required by the leading NCP. If the parties fail to reach an agreement, the lead NCP should make a final decision in consultation with other NCPs'.

2. Unanimity (consensus) - not 1 vote "against", not all "for". Therefore, an abstention vote does not defeat unanimity;

3. Simple majority - more than 1/2 of those present yes have voted "for" (there is always a mandatory quorum);

4. Qualified majority - each greater than absolute - 2/3 of all members of the WG.

5. "Related persons" are those within the meaning of § 1 of the additional provisions of the Commercial Law:

1. spouses, relatives in direct line - without restrictions, in silver line - up to fourth degree inclusive, and matchmaking relatives - up to the third degree including;

2. employer and worker;

3. the persons one of whom participates in the management of the other's company;

4. partners;

5. company and person who owns more than 5 percent of the units and shares, issued with the right to vote in the company;

6. the persons whose activity is controlled directly or indirectly by a third party;

7. the persons who jointly control directly or indirectly a third party;

8. the persons, one of whom is a commercial representative of the other;

9. the persons, one of whom made a donation in favor of the other.

10. the persons who participate directly or indirectly in the management, control or the capital of another person or persons, for which reason they can negotiate conditions other than usual.

6**. The used terminology, the listed functions of the bodies, as well as the structure of the NCP is in accordance with the current national documents legislation relating to NCPs**.

Section II

General Provisions

Art. 1. (1) These Rules shall regulate the organisation and operation of the National Contact Point for Responsible Business Conduct (hereafter 'RBC') of Bulgaria (hereafter the 'NCP' or 'Bulgarian NCP) and its coordination with the Working Group (hereinafter "WG") and the supervisory body of the NCP - the National Economic Council (hereinafter referred to as "NEC"), established by Resolution by the Council of Ministers (RCM) №74 of 2015 (promulgated SP No. 25 of 2015) in its capacity as an advisory body to the Council of Ministers.

(2) These Rules have been developed on the grounds of Resolution by the Council of Ministers (RCM) № 682/17 September 2021 for the establishment and organization of the activity of the NCP for the implementation of the Guidelines of the Organization for Economic cooperation and development (OECD) for responsible multinational enterprises business conduct in Bulgaria (hereinafter referred to as the "Guidelines").

(3) With RCM № 682/17.09.2021, a permanent mechanism was created Bulgarian NCP for responsible business conduct with its head the executive director of the Bulgaria small and medium enterprises promotion agency (BSMEPA).

(4) By virtue of RCM № 682/17 September 2021 the National Economic Council (NEC) was appointed a Supervisory body of the NCP.

(5) Following resolution of the NEC, by virtue of Order №16-1778/07 December 2021 of the Minister of Economy, in the capacity as Chairperson of the NEC, a Working Group (WG) has been established with structure, functions and powers to support the activity of the NCP.

(6) In fulfillment of Bulgaria's obligations under the Agreement on the Review of the Investment Policy of the Republic of Bulgaria between The Republic of Bulgaria, on the one hand, and the Organization for Economic Cooperation and Development (OECD), on the other hand, concluded through an exchange of letters (SN, № 98 of 2019; in force from 17 December 2019), our country undertook necessary steps to join the OECD Declaration.

Art. 2. (1) The structure of the NCP includes the following bodies:

1. Head of the NCP - the Executive Director of the Bulgarian Small and Medium Enterprise Promotion Agency (BSMEPA);

2. NCP Secretariat - ensuring the provision of administrative and technical services;

3. Working Group (WG) - supporting the operation of the NCP;

4. NCP Supervisory body - the National Economic Council (NEC)

(2) The carries out its activities under operational independence.

Section III

Functions and Tasks of the NCP

Art. 3. The main objective of the NCP is to promote the voluntary implementation of The OECD Guidelines, while respecting the OECD Key Principles for visibility, accessibility, transparency and accountability with a view to deepening communication between government and business and promoting dialogue with different stakeholders countries.

Art.4. The Bulgarian NCP:

(1) Encourages voluntary compliance with the OECD Guidelines.

(2) Examines cases of violations of the OECD Guidelines.

(3) Considers the received inquiries according to the Guidelines, accepting for examining or rejecting cases presented by stakeholders in reasonable time.

(4) Assists in the voluntary resolution through mediation of cases, related rights between stakeholders to implement the Guidelines, such as referred to the WG for their consideration.

(5) Encourages dialogue and finding mutually acceptable solutions to the parties concerned subject to the standards of impartiality, predictability, fairness and compliance with the Guidelines and in accordance with these rules.

(6) Responds to inquiries from other NCPs, stakeholders and governments for the proper implementation of the Guidelines, sending at its discretion inquiries for consideration by the WG.

(7) Maintains contact and consults with the NCP of members and non-members in OECD countries, with the resulting information, practice and experience being made public publicly on the websites of the line ministry, BSMEPA and a specially created website of the NCP. This function is guided and carried out by the head of the NCP and assisted by the Secretariat of the NCP.

(8) The overall performance of the NCP activity is coordinated and carried out by the head of the NCP with the administrative, technical and expert assistance of the NCP Secretariat in the structure of BSMEPA. Report for its activity is presented to the Supervisory Authority - NEC within the annual or ad hoc activity reports.

Section IV

Working group

Art. 5. The composition and functions of the WG shall be stipulated in the order for its constitution, set out in art. 1, para 5 of these Rules.

Art. 6. (1) Any organisation, participating in the WG, shall appoint a titular member and their substitute by means of written notice to the Head of the NCP.

(2) Any organisation, participating in the WG, shall have discretion to propose a change of the members appointed thereby, by means of formal letter to the Head of the WG. In case of change of the members appointed by the respective organisation, the latter should appoint new member(s) and should notify the Chairperson of the WG in writing within 5 working days as of the change.

(3) Change in the composition of the WG shall be made by virtue of the order for the initial constitution of the WG and registration of its members.

(4) The WG may involve external experts from other institutions, nationally represented business organisations and trade unions, non-government organisations and the academia, as necessary.

(5) At the beginning of each calendar year, the WG shall propose and approve a calendar of events to be organised during the year, aimed at dialogue involving stakeholders, promoting the OECD Guidelines for multinational enterprises for responsible business conduct and the role of the Bulgarian NCP to promote their implementation by multinational enterprises.

Art. 7. Participation of a representative of an organisation / WG member shall be terminated:

(1) If the organisation has ceased its operation or is undergoing bankruptcy proceedings, or has been declared in bankruptcy, or is undergoing liquidation proceedings.

(2) With a one-month written notice to the Head of the NCP, providing reasons/justification.

(3) In case of reorganisation, transformation of the organisation or the business enterprise and refusal by the successor to participate, and in any other case of termination of the business or the business of organisations that are not commercial entities, as set out in any dedicated law.

Art. 8. The members of the WG and their representatives shall not receive remuneration for their work in the WG.

Section V

Head of NCP

Art. 9. The chairman of the WG is the head of the NCP, as he is by law the executive director of the Bulgarian small and medium enterprises promotion agency.

Art. 10. In the absence of the NCP Head, his functions, including participation in meetings, shall be executed by a person explicitly authorised by him or by a member of the NCP Secretariat appointed by the NCP Head.

Art. 11. The NCP Head shall submit to the Minister of Innovation and Growth Report on the Activity of the Bulgarian NCP and following approval of the Report, shall present it to the NEC and submit it to the OECD Investment Committee.

Art. 12. The NCP Head shall:

(1) Manage the process of promoting voluntary compliance with the Guidelines of OECD on Multinational Enterprises for Responsible Business Conduct Manage and coordinate the activities related to the implementation of the Guidelines in specific cases.

(2) Leads and coordinates the activity on the consideration of specific cases of violations of the OECD Guidelines.

(3) Manage the work aimed at promotion of dialogue and finding solutions mutually acceptable to the parties involved in specific cases, in a manner that is impartial, predictable, equitable, and compatible with the Guidelines.

(4) Manage the process of provision of information in response to enquiries by other NCPs part of the OECD network.

Section VI

NCP Secretariat

Art. 13 Administrative and technical service, expert provision of the NCP and coordination with the WG is carried out by the Secretariat of the NCP in the structure of the Bulgarian small and medium enterprises promotion agency.

Art. 14. Secretariat of the NCP:

(1). Coordinates the activities of the Working Group.

(2) Organizes the preparation and holding of the WG meetings.

(3) Prepares the materials for the meetings.

(4) Ensures the timely distribution of the agenda and materials for the meetings.

(5) Prepare minutes of the meetings.

(6) Assists the chairman of the WG in the performance of his functions.

(7) Reports to the WG on the implementation of activities and other processes that are relevant to the development of the annual report.

(8) Leads the correspondence related to the work of the WG, which is addressed to the chairman of the WG.

(9) Keeps the documents from and for the activities of the WG.

(10) Collects and stores the completed declarations of awareness, lack of conflict of interest and impartiality (Appendix No. 1 to these Internal Rules).

(11) Provides additional information to WG members upon request and for the needs of the relevant meeting.

(12) Performs other tasks assigned by the Chairman of the WG.

Section VII

Convention of WG Meetings, Quorum, Decision-Making

Art. 15. (1) The meetings of the WG shall be convened at the initiative of the Chair every 6 months or at the request of at least two members of the WG.

(2) Extraordinary meetings may be convened as necessary by the Chairperson of the WG and at the written request of at least one fifth of the WG members.

(3) The venue for the meetings shall be decided by the Chairperson of the WG and it should be accessible to all WG members and it shall not bring about any restrictions or impediments as to the holding the meeting. The information as to the date and place, as well as the manner in which the upcoming meeting shall be held shall be sent by the Secretariat via e-mail to each member of the WG.

(4) The incumbents set out by name in the order appointing the WG shall participate in the WG meetings. If an incumbent shall fail to attend the meeting, their authorised substitute, set out in the order, shall participate in the meeting. Other individuals, except the WG members set out in the order on the WG constitution appointing its members, shall have the right to participate in the meeting, and without the right to vote shall also participate individuals invited by procedure / ad-hoc external experts invited, mediators, others, attending based on justified proposal by any member of the WG in relation to and for the reason of the upcoming resolutions that should be made at the meeting.

(5) The Chairperson of the WG may decide that the meetings shall be held via video conference connection or "in absentia".

(6) The WG meetings shall be legitimate if attended by more than half of the members or their officially authorised substitutes.

(7) In case of lack of quorum meetings shall be postponed for 1 hour and shall be held regardless of the number of members attending.

Art. 16. (1) The agenda of the meetings shall be determined by the Chairperson of the WG.

(2) The agenda and all documents and materials for the meetings shall be sent electronically by the Secretariat to the WG members at least 7 working days before the date of the meeting.

(3) Justified proposals for changes to the agenda may be submitted by each member of the WG 3 working days before the meeting at the latest.

(4) When the invitation for the meeting shall state so, the WG members shall send their preliminary opinions on the materials for the respective meeting within the deadline set, before the date of the meeting

(5) Opinions received after the deadline under para 4 shall be disregarded by the Secretariat in summarising the comments and in preparing agreed drafts of documents for the upcoming meeting.

(6) In exceptional cases and matters of emergency the Chairperson of the WG

(7) may decide to shorten the deadlines under para 2 and para 3, and information as to the date, place and mode of holding of the meeting shall be sent electronically, as well as shall be provided by phone.

Art. 17. The WG meetings shall take place in camera. The working language of the meetings of the WG shall be Bulgarian.

Art. 18. For consideration of specific matters the Chairperson may propose creation of sub-parties on specific topics.

Section VIII

WG Decisions through Written Procedure

Art. 19. The WG may implement written procedure for in absentia meeting, which shall be initiated by its Chairperson or in case of ultimate failure of attendance of some of the WG members.

Art. 20. The NCP Secretariat shall draw up minutes from the WG meeting, which the Chairperson and the person checking the quorum should approve and sign. The person checking the quorum is elected each day by the representative members of the particular meeting. The minutes from the WG meeting shall contain the following information:

a) The place and time of the meeting;

b) The name of the Chairperson of the WG;

c) The agenda items for deliberation;

d) The resolution made on each item on the agenda;

e) The outcome of the NCP meeting;

f) The signature of the person certifying the minutes and the person drawing up the minutes;

g) A list of the WG members attending the meeting, integral part of the minutes, signed by each attending member and by the persons under art. 19, items „b" and "f", whereby signatures laid in hand and signatures laid electronically shall be equally valid and shall have equal force.

Art. 21. The minutes from the WG meeting shall be sent electronically by the Secretariat to all members within 10 working days as of the date of the WG meeting. If the WG members do not propose amendments within 10 working days as of the date the minutes are sent, the minutes shall be deemed approved. In case of proposed amendments the Secretariat shall include them in the minutes and following approval of the minutes by the Chairperson of the WG, the final version shall be sent to the WG members for information.

Art. 22. The minutes from the WG meeting, including all written materials / documents, regardless of their type and nature, shall be archived by the NCP Secretariat in accordance with the internal and generally binding provisions.

Art. 23. (1) Decisions are taken by the WG on the basis of consensus. If agreement is not reached, the WG will decide exceptionally by vote.

(2) In that case, each of the 4 groups of stakeholders, part of the WG, as set out in the order establishing the WG, shall have equal number of votes totalling 6. The total number of the votes in the WG shall be 25, distributed as follows:

a) Chairperson of the WG - 1 vote;

b) Government representatives - 6 votes;

c) Representatives of nationally representative employer organisation - 6 votes;

d) Representative of nationally representative worker organisations - 6 votes;

e) Representatives of non-government organisations - 6 votes.

(3)Involvement of ad-hoc members (if necessary) in any of the above mentioned groups of stakeholders shall not result in a change in the total number of votes.

(4) The ad-hoc members under para. 2 do not have the right to vote.

Art. 24. At the beginning of the meeting the WG members shall appoint a person monitoring the quorum.

Art. 25. The attending members may make proposals as to changes in the preliminary agenda set. The proposed agenda, as well as the proposed changes as provided for in art. 15, para 3, para 4, para 5 and para 6 shall be put to vote and shall be approved with an ordinary majority of the votes of the WG members present.

Art. 26. The WG shall make resolutions on each item on the agenda. The wording of the resolution shall be set by the Chairperson of the WG and shall contain the following:

a) Approves / Does not approve;

b) Assigns tasks;

c) Takes into consideration;

d) Recommends the proposal made to be reconsidered, etc.

Art. 27. Each of the 4 groups of stakeholders, participating in the work of the WG, may vote "in favour" or "against", or may abstain from voting. Resolutions of the WG shall be made with qualified majority of the attending WG members whereby a mediation platform shall be provided to the involved parties and for consideration of specific instances and with ordinary majority of the number of the attending WG members in all other cases (initial assessment of specific instances, internal and external coordination procedures, including coordination with other NCPs, ensuring accountability and transparency in the work of the NCP, activities aimed at promotion of the Guidelines and the role of the NCP, termination of the participation of representatives of certain organisation in the WG, etc). A resolution adopted shall be binding on all members, regardless of the way voted.

Art. 28. Any member of the WG that disagrees with a resolution made shall have the right to express "a dissenting opinion" which shall be recorded on the minutes.

Section IX

Review of Specific Instances

Art. 29. NCP bodies, including working groups, shall carry out their functions in an impartial, predictable and fair manner.

Art. 30. The NCP shall review submitted cases within a reasonable time.

Art. 31. The WG is referred through the Chairman of the WG once a year or as many times as necessary for specific instances submitted for consideration.

Art. 32. Requirements for notification of the NCP:

(1) Cases of alleged non-observance of the Guidelines, as well as other proposals made to the Secretariat, may be sent by mail to the following address: BSMEPA, Sofia - 1000, 2-4, Lege str. and electronically to: ncp_bg@sme.government.bg

(2) When the NCP is notified of a case of alleged non-observance of the Guidelines are sent electronically, the sender shall be obliged to provide an original of the form notifying the Bulgarian NCP on the alleged non-observance of the Guidelines (Appendix No 2 to these Internal Rules) or by filing written enquiry with the same wording within 30 working days. Submissions to the NCP which have not been supplemented within the deadline set, shall be disregarded by the NCP.

(3) The submitter of the form or written follow-up inquiry should state facts and circumstances enabling the NCP to identify the affected subjects and to assess whether the case in question falls within the scope of the Guidelines and the NCP has jurisdiction to consider the specific instances

a) First, family name and address of the natural person and seat / place of business of the legal entity filing the notification form to the Bulgarian NCP or making the written enquiry;

b) Name, seat or place of business of the involved / affected multinational enterprise;

c) E-mail address and telephone number of the sender;

d) Reference to the Chapter/s of the Guidelines which the alleged non-observance relates to, or which the specific case is related to otherwise;

e) The subject matter of the case, including identifying decisive facts and any supporting documents substantiating the claims;

f) Solutions proposed by the submitter;

g) Signature of the authorised person and date.

Art. 33. In case of notification of NCP on a specific case within the deadlines set out under para 2 of art. 32, the Secretariat shall send confirmation to the sender electronically without undue delay. If the notification does not meet all requirements, or when the notification is not detailed or accurate, the Secretariat shall require the sender to correct or supplement the form filed within 15 working days. In properly justified cases the Secretariat may extend the deadline. When corrections are not made within the deadline set, the NCP shall not accept the case.

(2) When the corrections are not reflected in time, as well as when the signal for non-compliance with the Guidelines is submitted after the expiration of the specified preclusion period under Article 32, paragraph 2, the NCP does not proceed with its examination.

(3) In all cases, the Secretariat draws up a report - an opinion for each specific case that has occurred, regardless of whether it was examined on its merits or its examination was refused.

Art. 34. Following receipt of a case form meeting the requirements of Appendix № 2 to these Internal Rules, the Head of the NCP shall send the latter to the WG for initial assessment and subsequent review.

Art. 35. The Secretariat shall inform the WG members electronically.

Art. 36. The WG examines the instances referred to them on the basis of their actual content and regardless of how they are identified. When examining each specific instance, the WG may, if necessary, conduct its own investigation, hires the expertise, and is not bound to examine only what is stated in the report of non-compliance with the Guidelines.

Art. 37. (1) In the event that, after carrying out the initial assessment, the WG comes to the conclusion that a case referred to it is not subject to examination on the merits of the case, it communicates its decision to the submitter through an official letter from the head of the NCP, in which state the reasons for this on the basis of paragraph 25 of the Comments on the Procedural Guidelines for NCPs of the OECD Guidelines for Responsible Business Conduct.

(2) In the event that half of the members of the WG have a different opinion on the outcome of the initial assessment, they may initiate the convening of a decision meeting.

Art. 38. If the WG decides that a case referred to it, after carrying out the initial assessment, is subject to further consideration, through the head of the NCP, makes a recommendation to the parties affected by the specific instance, offering its mediation/ conciliation services in an attempt to reach a mutually acceptable solution to the parties concerned. The work of the NCP aims to facilitate dialogue and finding mutually acceptable solutions for the parties concerned through a conciliation procedure/mediation or intermediation.

Art. 39. As part of the procedure, if both parties reach an agreement with the help of the WG, the WG issues a report describing the subject matter of the case referred to it, the procedure that helped the parties reach an agreement and the date on which the agreement was reached. Information about the content of the agreement is included in the report only when all parties concerned have given their express consent.

Art. 40. In cases where the WG decides that a case is not subject to further consideration, it notifies the submitter of the reasons for this. When an agreement cannot be reached between the parties concerned or one of the parties in a given case does not wish to participate in the conciliation procedure or does not provide information and documents in connection with the procedure, the WG renders an opinion in which the participating parties are identified, the subject is described and the date of submission of the form under Appendix 2 of these Internal Rules, the reasons for the opinion, the procedure proposed to the parties to resolve the specific case are indicated. and provides recommendations to affected parties on how to implement

the Guidelines. When the WG considers it necessary, the opinion may also include the reasons why an agreement cannot be reached between the parties.

Art. 41. (1) The NCP shall publish the outcome of the reconciliation procedures on the specific cases in the form of annual reports on its activity and reports on this to the Supervisory Authority (NEC) and the Investment Committee of the OECD. When publishing the results of its activities, the NCP ensures compliance with the principles adopted in the Guidelines, in particular transparency towards the public.

(2) The NCP takes into account the protection of sensitive information, the personal data of the persons and the permissible interests of the affected parties.

(3) The public disclosure of the learned facts and circumstances when examining cases of alleged non-compliance with the Guidelines is carried out only with the express consent of the parties concerned in the case in order to protect the interests of individuals and legal entities.

(4) Before an opinion or report of the NCP is published, the parties concerned in a given case have the right to consider and propose amendments to the draft opinion or report.

(5) The opinion or the report is published on the official website of the Bulgarian NCP.

Art. 42. All members of the WG and engaged ad-hoc experts are bound by the confidentiality of the information, facts and circumstances that become known to them upon and during the exercise of their powers.

Section X

Review of Specific Instances

Art. 43. The NCP, including the Head of the NCP, the Secretariat and the WG shall assist effectively and quickly the parties involved in finding solution to a case related to the implementation of the Guidelines. Specific instances shall be reviewed in accordance with the following procedure:

1. Initial assessment. The NCP shall strive to complete the initial assessment within a period of 3 months as of the date of receipt / registration of the form filed and as provided for in art. 31, para 2 of these Internal Rules. This deadline may be extended for the purpose of making an informed decision. Upon completion of the procedure the NCP shall publish its opinion or report.

2. Good Offices: the NCP will establish a reasonable timeframe for the discussion between the parties to resolve the issues raised, based on discussion with the parties. If they fail to reach an agreement within this timeframe, the

NCP should consult with the parties on the value of continuing its assistance to the parties; if the NCP comes to the conclusion that the continuation of the procedure is not likely to be productive, it will conclude the process and proceed to prepare a statement.

3. Conclusion: the NCP will issue its statement within three months after conclusion of the good offices. The NCP shall strive to finalise the procedure within 12 months as of the date of receipt / registration of the form filed provided for in art. 31, para 2 of these Internal Rules. This deadline may be extended if warranted so by the circumstances.

Section XI

Publicity and Transparency

Art. 44. The composition by name and information regarding the work of the WG shall be announced publicly on the websites of the line Ministry and the BSMEPA and on the official website of the NCP in accordance with item 12 of (RCM) № 682/17 September 2021 in order to ensure transparency, awareness and publicity, data regarding the cases reviewed shall be published with the explicit consent of the interested parties.

Section XII

Code of conduct. Conflict of Interests

Art. 45. The NCP shall inform the NEC as to its activities in an annual report, as well as in reports on each reviewed and completed case the NCP has been duly notified of.

Art. 46. (1) The Chairperson, the WG members and their authorised substitutes shall be held responsible of their actions and their decisions may not be taken for reasons related to party or national association, economic interest or any other direct or indirect personal interest of the individuals included in the composition of the WG.

(2) Upon becoming part of the composition of the WG, the Chairperson and all members and their authorised substitutes shall fill in and sign declaration of awareness, no conflict of interest and impartiality and confidentiality, related to their work in the WG (Appendix № 1 to these Internal Rules) and shall submit this declaration to the NCP Secretariat.

(3) If conflict of interests shall arise for the Chairperson of the WG, they shall be obliged to notify the members of the WG in writing forthwith and their work shall be taken over by a Deputy Chair of the WG appointed for this purpose. If conflict of interests shall arise for a member of the WG or their authorised substitutes, they shall be obliged to notify the Chairperson of the WG in writing forthwith.

(4) If any of the participants in the work of the WG shall not submit to the Secretariat the declaration under art. 46 (2) (Appendix № 1 to these Internal Rules) or if they breach the

circumstances declared, the Chairperson of the WG shall send written warning. If the breach shall continue the WG Chairperson shall send an invitation to the respective head of the institution / organisation appointing the respective participant asking them to propose a new member of the WG within two weeks as of the notice. If the WG shall hold a meeting or written procedure during the term set for the replacement, the respective participant shall be banned to participate in the work of the WG and to have access to the materials and documents, and their authorised substitute, representative of the respective institution or organisation shall participate in the meeting.

Section XIII

Effect of and Amendments to the Internal Rules

Art. 47. (1) Following public consultation with the stakeholders, the Internal Rules on the organisation and work of the NCP and coordination with the WG and the Supervisory body of the NCP shall be adopted at a meeting of the WG with qualified majority and shall be submitted by means of report by the Head of the NCP for approval by virtue of order by the Minister of innovation and growth.

(2) For the purpose of these Internal Rules terms and concepts are used as adopted in terms of their meaning and substance, and as generally accepted in the national legislation, without taking into account of the terms proposed in the translation of the documents.

Art. 48. These Internal Rules shall be amended by the WG at the proposal of the Chairperson of the WG or in case of a proposal made by a WG member or their authorised substitute, and also as deemed necessary in view of amendments in the applicable national legislation and the law of the EU and amendments in the regulations of the OECD in the area of responsible business conduct.

Art. 49. Amendments may not be in conflict with the provisions of (RCM) № 682/17 September 2021 and the effective national legislation, the EU law and the OECD regulations in the area of responsible business conduct.

Art. 50. The following shall form integral part to these Internal Rules: Form under art. 32, para 2 (Appendix № 2) and Declaration template under art. 46, para 2 (Appendix № 1) of the letter.