



New Zealand NCP specific instance indicative procedures with timeframes

Month 1	Start initial assessment	1. Notify the enterprise seeking information and a response by the beginning of the second month
		2. Notify the Chair of the NCP about the complaint
		3. Begin to assess the complaint against the Guidelines: <ul style="list-style-type: none"> ➤ Is it material and substantiated? ➤ Is there a link between the enterprise and the complaint? ➤ What is the relevance of applicable law and court rulings? ➤ How have similar issues been dealt with elsewhere?
		4. Consider whether pursuing the specific instance: <ul style="list-style-type: none"> ➤ would make a positive contribution ➤ would create a serious prejudice against a party or cause contempt of court ➤ would contribute to the purposes and effectiveness of the Guidelines.
		5. Brief the responsible Minister on the implications of the complaint
		6. Inform the Liaison Group that a complaint has been received
		7. Contact the NCPs of countries represented in the complaint
Month 2	Draft initial assessment	8. Pass on information received from the enterprise to the complainant (2 weeks to respond)
		9. Begin drafting the assessment. Finish by the end of month 2
		10. Incorporate complainant's response into assessment
		11. Submit draft assessment for internal review
Month 3	Complete initial assessment	12. Inform Minister and Chair of the NCP of the initial results of the assessment
		13. Draft assessment released to the parties for comment (2 weeks to reply)
		14. Complete initial assessment.
		15. Draft statement if "good offices" are not required.
Months 4 – 12	'Good offices' phase	16. Initiate "good offices" <ul style="list-style-type: none"> ➤ Establish a timeframe with the parties. ➤ Seek advice from relevant authorities, experts and organisations. ➤ Consult NCPs in countries concerned. ➤ Seek guidance from Investment Committee if required.
		17. Mediation
		18. Consult with parties on the content of the final statement
Months 13 – 15	Closeout phase	19. Draft final statement
		20. Issue statement to parties for comment
		21. Release final statement
		22. Draft report to Investment Committee
		23. Specific Instance closed