

**DIRECTORATE FOR FINANCIAL AND ENTERPRISE AFFAIRS
WORKING GROUP ON BRIBERY IN INTERNATIONAL BUSINESS
TRANSACTIONS****Monitoring implementation of the OECD Anti-Bribery Convention: Phase 4
evaluation procedures**

This document includes amendments to the Phase 4 procedures adopted by the Working Group on Bribery in December 2018 and November 2019. It replaces the Phase 4 evaluation procedures published in DAF/WGB/WD(2015)32/FINAL.

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MONITORING IMPLEMENTATION OF THE OECD ANTI-BRIBERY CONVENTION: PHASE 4 EVALUATION PROCEDURES

Executive Summary

- The Working Group on Bribery adopted in 2009 a post- Phase 2 assessment mechanism, to act as a permanent cycle of peer review, involving systematic on-site visits as a shorter and more focused assessment mechanism than for Phase 2. The aim of the mechanism is to improve the capacity of Parties to fight bribery in international business transactions by examining their undertakings in this field through a dynamic process of mutual evaluation and peer pressure. The first cycle of review under this mechanism is known as Phase 3. The post-Phase 2 assessment mechanism was revised in 2015 in view of the following review cycle: Phase 4.
- Phase 4 will focus on key Group-wide cross-cutting issues; the progress made by Parties on weaknesses identified in previous evaluations; enforcement efforts and results; and any issues raised by changes in the domestic legislation or institutional framework of the Parties. Phase 4 will endeavour to take a tailor-based approach, considering each country's unique situation and challenges, and reflecting positive achievements.
- Phase 4 evaluations are to comprise the following elements (described in part B herein), the timetable for which is set out in Annex 1 herein:
 - Reply by the evaluated country to a standard (Annex 2 herein) and supplementary questionnaire ;
 - An on-site visit to the evaluated country, two to four days in length;
 - Preparation by the lead examiners and Secretariat, in consultation with the evaluated country, of a preliminary report on country performance including recommendations and issues for follow-up (using a standard format, as set out in Annex 4 herein);
 - An evaluation in the Working Group, with adoption by the Group of the evaluation report, including recommendations and issues for follow-up, and a press release; and
 - Publication of the evaluation report, and press release.
- Following the adoption by the Working Group of an evaluation report, each evaluated country will report to the Group (in the manner described in part C herein) in writing, within 24 months of the adoption of the report (using the template in Annex 6 herein); and at any other time as required by the Working Group.
- In the event of inadequate implementation of the Convention, or where attendance at the Phase 4 on-site visit prevents the lead examiners from assessing whether a country has adequately implemented the Convention, the Working Group will consider conducting a Phase 4*bis* evaluation (part D herein). When there is continued failure to adequately implement the Convention, further steps might be considered by the Working Group.
- The responsibilities of the evaluated country, lead examiners, the Secretariat, and other members of the Working Group throughout the Phase 4 evaluation process are set out in part E herein.

1. A. INTRODUCTION

1. In December 2009, the Working Group on Bribery agreed on the general parameters for a post-Phase 2 assessment mechanism, to govern all cycles of peer review following Phase 2, beginning with the Phase 3 review cycle.¹ The post-Phase 2 assessment mechanism was adopted for the purpose of governing all cycles of peer review following Phase 2, but may be amended by the Working Group on Bribery at any time. The standard questionnaire for each cycle, which reflects the substantive content for evaluations, is likely to require revision prior to the commencement of each cycle. The Secretariat will incorporate into the Agenda of the Working Group a review of both these procedures and the questionnaire to take place 12 months prior to the commencement of each new review cycle.

2. In June 2015, the Working Group on Bribery updated these general parameters for the purpose of the Phase 4 review cycle, to begin in 2016, [DAF/WGB/WD(2015)32/FINAL] as agreed to in principle at the Working Group meeting on 9-12 June 2015. These also reflect responses to the private sector consultation undertaken in December 2014.

¹ DAF/INV/BR(2008)25/FINAL.

2. B. THE CONDUCT OF PHASE 4 EVALUATIONS

3. The post-Phase 2 assessment mechanism acts as a permanent cycle of peer review, subject to review and amendment, involving focussed and systematic on-site visits. Each Party that has already completed a Phase 2 evaluation agrees to be evaluated under the revised post-Phase 2 procedures, starting with the Phase 3 review cycle. The first cycle of review under the revised post-phase 2 mechanism adopted in June 2015 will be known as Phase 4. Subsequent cycles will be known as Phase 5, etc.

1. Objectives and principles of the Phase 4 evaluation mechanism

4. The purpose of the Phase 4 mutual evaluation of the implementation of the Convention and the 2009 Recommendations on further combating bribery² (hereafter “Phase 4 evaluation” or “Phase 4”) is to maintain an up-to-date assessment of the structures put in place to enforce the laws and rules implementing the Convention and Recommendations, and their application in practice. Phase 4 will focus on key Group-wide cross-cutting issues (identified in the Phase 4 standard questionnaire); the progress made by Parties on weaknesses identified in previous evaluations; enforcement efforts and results; and any issues raised by changes in the domestic legislation or institutional framework of the Parties. Phase 4 will also highlight good practices which have proved effective in combating foreign bribery and enhancing enforcement. These are not intended to create new benchmarks for Working Group members. Phase 4 will endeavour to take a more tailor-based approach, considering each country’s unique situation and challenges, and reflecting positive achievements.

5. The Working Group agrees that the monitoring procedure under Phase 4 should conform to the following general principles:

Purpose. The purpose of monitoring is to ensure compliance with the Convention and implementation of the 2009 Recommendations. Monitoring also provides an opportunity to consult on difficulties in implementation and to learn from the experiences of other countries.

Effectiveness. Monitoring must be systematic and provide a coherent assessment of whether a participant has implemented the Convention and 2009 Recommendations.

Equal treatment. Monitoring must be fair and this means equal treatment for all participants. Equal treatment should be understood to require equitable treatment in line with a country’s specific circumstances, as opposed to identical treatment. To ensure equal treatment in the overall monitoring work of the Group, Phase 4 evaluations should be conducted in a way that takes into account the lessons learnt during previous phases of evaluation. The Secretariat has an important role in ensuring the consistent application of procedures and standards, including in ensuring that Phase 4 includes an analysis of issues and/or standards which have been developed by the Group since an evaluated country’s previous evaluation, or were overlooked at the time of the previous evaluations.

² 2009 Recommendation for Further Combating the Bribery of Foreign Public Officials in International Business Transactions; and 2009 Recommendation of the Council on Tax Measures for Further Combating the Bribery of Foreign Public Officials in International Business Transactions.

Efficiency and effectiveness. The Phase 4 procedure should be efficient, realistic, concise and not overly burdensome. Monitoring must also be effective to guarantee a level playing field.

Tailor-based approach. Monitoring must be tailor-based and customised to take into account the specific circumstances of the evaluated country. Phase 4 evaluations will strive to identify the unique challenges and achievements of the evaluated country and to assist the country in addressing challenges in a way that is suitable and feasible within its legal system, in accordance with the principles of functional equivalence³ and equal treatment. The tailor-based approach is intended to make Phase 4 reports shorter and more focused. The reports will centre on the main challenges and achievements of the evaluated country and will omit discussion of minor issues and matters which were not problematic in previous phases, except where such matters are used to highlight good practices or where new findings suggest that the matter needs to be further analysed.

Co-ordination within the OECD. The monitoring of practical applications of some issues might require specific expertise that may be found in other parts of the Organisation. In conducting its evaluation work, the Working Group will endeavour to draw on information and expertise developed by other OECD bodies – particularly the Committee on Fiscal Affairs, the Development Assistance Committee, and the Working Party on Export Credits and Credit Guarantees – on implementation of elements of the Recommendations in their respective fields.

Co-ordination with other organisations. International organisations such as the Council of Europe (GRECO and MONEYVAL), the United Nations (UNODC), OAS, and FATF, share the goal of combating corruption and money-laundering, although the scope of their respective efforts and their objectives may differ. All Parties to the Convention want to avoid duplication of effort. The OECD Secretariat will communicate regularly with the Secretariats of relevant organisations, with a view to avoiding duplication among respective exercises to monitor commitments to combat bribery in international business transactions. When contacting these organisations, the Secretariat should be particularly attentive to avoiding burdening a particular country with multiple on-site visits, or completion of questionnaires, at the same time or close together.

Public information. The 2009 Recommendation on Further Combating Bribery of Foreign Public Officials in International Business Transactions calls on the Working Group to provide regular information to the public on its work and activities and on implementation of the Recommendation. This general responsibility must be balanced against the need for confidentiality which facilitates frank evaluation of performance. If the country being evaluated makes available to the evaluation team information it considers confidential, confidentiality of this information will be respected. Information contained in reports on country performance would remain confidential until it has been declassified. A country concerned could, however, take whatever steps it felt appropriate to release information concerning its report, or to make it publicly available.

6. Consistent with its established practice in monitoring work, the Working Group will undertake all aspects of the Phase 4 evaluation process on the basis of “consensus minus one” (i.e., the Party under evaluation will not have a right of veto). Although the evaluated country cannot block such decisions, it has the right to have its views and opinions fully reflected in the applicable documentation.

³ As defined under Commentary 2 to the OECD Anti-Bribery Convention.

2. Overview and timetable

7. The cycle of Phase 4 evaluations will commence in 2016. In principle, and subject to practical and budgetary implications, the Phase 4 cycle should be completed within a five- to seven-year cycle.

8. Phase 4 evaluations will be based on the replies by the country evaluated to the Phase 4 questionnaires, the results of the on-site visit, research undertaken by the Secretariat and lead examiners, and evaluation in the Working Group.

9. Phase 4 evaluations are to comprise of the following elements, the timetable for which is set out in Annex 1 herein:

- Reply by the country under evaluation (hereafter the “evaluated country”) to a standard and supplementary questionnaire;
- On-site visit to evaluated country;
- Preparation of a preliminary report on country performance;
- Evaluation in the Working Group; and
- Publication of the evaluation report and press release.

10. The evaluation for each country will be conducted in accordance with a calendar to be determined by the Working Group. The country undergoing evaluation will play an active role in fixing the date for the visit. Bearing these factors in mind, the Secretariat will establish a calendar for Phase 4 evaluations (see part F(3)(a) below), taking into account the schedule of other organisations involved in related monitoring work. Any changes to the agreed calendar will be submitted to the Group for approval. The template timetable for Phase 4 evaluations (Annex 1) will be used by the Secretariat to fix an evaluation schedule for each evaluation, in consultation with the evaluated country and the lead examiners (see part F(3)(b) below).

11. Once an evaluation schedule is fixed, the evaluated country, the lead examiners, and the Secretariat must endeavour to comply strictly with the schedule. This is particularly important in the context of the deadline for the submission by the evaluated country of written responses to the Phase 4 questionnaires.

12. The evaluation for each country will be conducted in English or French. The language in which the evaluation will be conducted will be agreed upon in advance between the Secretariat and the evaluated country, and will remain the same throughout the course of the evaluation.

13. The responsibilities of the evaluated country, lead examiners, the Secretariat, and other members of the Working Group throughout the Phase 4 evaluation process are set out in part E herein.

3. Questionnaires

14. The Group has agreed on a standard questionnaire for Phase 4 (Annex 2), which will be sent to the evaluated country. Supplementary questions, specific to the country concerned, will be issued with (or as soon as possible after) the standard questionnaire.

15. The replies, in the agreed language (see part B(2) above), should be sent to the Secretariat together with supporting material (see part F(2)(b) below). The Phase 4 evaluation team (see part B(4)(a) below) will

review the replies given to the questionnaires and may request, where appropriate, additional information from the country undergoing evaluation.

4. On-site visit to evaluated country

16. Each country agrees to allow an on-site visit for the purpose of providing information concerning its law and practice, including enforcement and prosecution. Each on-site visit will normally be conducted over a period of two to four days, according to the complexity and number of issues to be evaluated, or other logistical practicalities. The duration of the on-site visit will be decided by the evaluation team following consultation with the evaluated country.

17. The on-site visit should be carried out in accordance with a programme agreed between the country undergoing evaluation and the on-site evaluation team (see part B(4)(a) below), taking account of the specific requests expressed by the evaluation team. The country undergoing evaluation will play an active role in preparing the visit.

18. During on-site visits, a country should not be required to disclose information that is otherwise protected by a country's laws and regulations. The evaluated country should describe how its authorities have applied the offence in cases involving bribery of foreign public officials (by natural or legal persons). Ideally, participants would address this by referring to concrete cases that have arisen under their implementing legislation or any other legislation (such as trafficking in influence or misuse of company assets, etc) with regard to the bribery of foreign public officials (whether or not these cases have been successfully prosecuted). The aim of such discussions, which are to be held on a confidential basis, will be to determine how the foreign bribery offence is being prosecuted, what investigative techniques are being utilised, and what hurdles are being faced by countries in the fight against the bribery of foreign public officials. The Phase 4 evaluation report will not include any confidential information, including information pertaining to on-going cases, and will aim to provide feedback on how the evaluated country might improve the way it prosecutes cases of foreign bribery, taking into account its domestic legislation. The evaluated country will also have an opportunity to review the preliminary evaluation report and, should any confidential information remain in it, require that it be removed.

a. Composition of evaluation teams

19. Two lead examiner countries will be chosen for each Phase 4 evaluation. Wherever possible, one of the lead examiner countries should be a Party with a similar legal system as the evaluated country, and one Party (potentially the same country) which was involved in the Phase 3 review of the evaluated country. There should be no other restrictions on the appointment of lead examiner countries.

20. Two experts from each lead examiner country should normally be appointed to form part of the evaluation team, plus Secretariat staff. Experts should be appointed at least four weeks prior to the sending of the supplementary questionnaire, so as to be able to contribute to its preparation. To assist in this process, at least eight weeks prior to the sending of the supplementary questionnaire the Secretariat will advise the lead examiner countries of the need to appoint experts. The experts will take part in the entirety of the Phase 4 process, including all panels during the on-site visit (with the exception of parallel sessions as provided for in para. 24), the lead-up to it, as well as preparation of the preliminary report (including recommendations and executive summary) and press release, and the conduct of the evaluation in the Group. The experts should in principle also be available for the written follow-up report by the evaluated country (see part C(1) below), and any Phase 4*bis* evaluation of the evaluated country (see part D(2) below).

21. While countries acting as lead examiners will appoint, at their discretion, the experts to participate in the evaluation team, the composition of each evaluation team should ensure relevant expertise for the areas to be evaluated. Lead examiners should aim to have at least one of their experts be a law enforcement official with corruption-related experience. Lead examiners are encouraged to liaise with the Secretariat with the aim of assembling relevant expertise in the evaluation team. Experts must be sufficiently proficient in the language in which the evaluation is to be conducted so as to be able to understand the written material provided and actively engage in discussions. Upon formation of the evaluation team, the Secretariat will inform the Working Group's Management Group of the names and expertise of the experts. If issues arise in the appointment of experts either during the nomination process or during the course of the evaluation, the Secretariat may request that the Management Group contact the relevant lead examiner country to express its concerns. The Management Group will not take any substantive decision without consulting the Working Group.

b. Agenda for on-site visits

22. Each on-site visit should include panels on:

- Relevant issues identified in the Phase 4 standard questionnaire (Annex 2).
- Progress made by the evaluated country on weaknesses identified in earlier evaluations; enforcement efforts and results; and issues raised by changes in domestic legislation, or institutional frameworks.
- Private sector and civil society views on awareness, implementation and enforcement.

c. Composition and format of panels

23. The evaluation team should seek to obtain the views of multiple agencies in both the government and non-government sectors, including parliamentarians and the judiciary. It is particularly important to compare and contrast the answers to determine, among other things, the actual state of public awareness, the true degree of cooperation amongst governmental agencies, and the degree of uniformity in the interpretation of laws and regulations.

24. The evaluation team may hold parallel sessions where the entire team agrees this is necessary and provided the evaluated country can accommodate such a request.

25. The evaluated country should consult with the evaluation team concerning the composition of the panels. It must ensure that all governmental officials which the evaluation team has requested to meet with are made available, and should make its best endeavours to secure the attendance of non-governmental participants requested by the evaluation team. It should also take reasonable steps⁴ to secure the attendance of at least one high-level government representative to meet with the evaluation team during the on-site visit. Where appropriate, the evaluated country will facilitate any request of the evaluation team to attend a meeting(s) at a particular location.

26. Panels should be composed of a sufficient number of experts to adequately comment on issues relevant to implementation and enforcement. Panels should also be of a manageable size to permit productive

⁴ Note that the term "reasonable steps" is not intended to carry any specific legal meaning and should be understood to carry only its ordinary meaning.

discussions with the evaluation team. Formal presentations should be kept to a minimum and discussion encouraged.

27. The evaluated country may attend, but should not intervene, during the course of non-government panels.

d. Preliminary views

28. At the end of the on-site visit, there may be a final “wrap-up” session with the evaluated country and the evaluation team. The purpose of this session will be to request additional information, to pose outstanding questions, or to review matters that were not sufficiently addressed. The evaluation team may also decide to communicate their preliminary views in a concluding session. The evaluated country may choose to submit additional information for the purpose, among other things, of clarifying issues and/or correcting what it perceives as confusion or misunderstandings of the evaluation team.

e. Funding for on-site visits

29. The following provisions will apply to the funding for Phase 4, and Phase 4*bis*, evaluations:

- a) The countries taking part in the evaluations as lead examiners will bear the costs of travel and per diem expenses for their experts assigned to the on-site visit teams.
- b) The country undergoing evaluation will bear the cost of replying to the questionnaires, and preparing and hosting the on-site visit.
- c) The budget of the Organisation will bear the expenses for the travel and per diem expenses for the members of the Secretariat who take part in the on-site visit.
- d) If an evaluated country unjustifiably causes the cancellation of a scheduled on-site visit, it is expected to reimburse the lead examiner countries and/or the Secretariat for any mission-related expenses (e.g. hotel, visa, or travel expenses) that have been incurred and cannot be refunded.

5. Preliminary report on country performance

a. Preparation of preliminary report

30. On the basis of the information gathered from the questionnaires and the on-site visit, as well as research undertaken by the Secretariat and the lead examiners, the Secretariat will prepare a “preliminary report” incorporating the preliminary views of the lead examiners and including draft recommendations and issues for follow-up. The lead examiners and Secretariat may request further information during the course of preparing the preliminary report and the evaluated country must provide such further information as soon as practicable. The lead examiners will review the preliminary report and decide upon any necessary revisions.

31. The revised preliminary report will be transmitted to the evaluated country, which can offer corrections and comments to be considered by the lead examiners. Any further revisions to the preliminary report will result in a “draft report”, which will be circulated amongst members of the Working Group and made subject to the Group’s evaluation process (see part B(6) below). The draft report will include the revised draft recommendations and issues for follow-up, as well as a draft executive summary. The draft executive summary will be drafted by the Secretariat under the guidance of the lead examiners and in a standard format (see Annex 4).

32. In the event that the lead examiners disagree amongst themselves or with the Secretariat concerning any proposed recommendation or comment, such disagreement must be noted in the draft report as an issue to be resolved by the full Working Group (see further parts F(1)(d) and F(3)(g) below).

b. Format for Phase 4 evaluation reports

33. Clear, well-structured, tailored, and focussed reports will be important to achieving a qualitative assessment of the country's performance which could be accepted as the result of a fair process applying an equal standard to all countries. Without prejudicing these aims, and taking into account the fact that the number and complexity of issues will vary from country to country, Phase 4 evaluation reports should aim to be concise and shorter than Phase 3 evaluation reports.

34. Phase 4 reports will have a standard format as follows (see details in Annex 4):

- an executive summary;
- the identification of issues;
- the inclusion of commentaries by the lead examiners; and
- recommendations and issues for follow-up.

35. The preliminary report (as sent to the evaluated country for review) will include the lead examiners' commentaries, and draft proposed recommendations and issues for follow up (see Annex 4). The commentaries will contain the lead examiners' observations and advice to the Working Group regarding appropriate actions to be taken by the evaluated country and follow-up by the Working Group. The draft report (as distributed to the Working Group prior to the plenary) will include the lead examiners' commentaries, and proposed recommendations and issues for follow up, as well as the draft executive summary (see part B(6)(e) below).

6. Evaluation in the Working Group

a. Circulation of draft report

36. The Secretariat will circulate a copy of the draft report to the Working Group at least three weeks in advance of the Working Group meeting. In order to ensure that all evaluated countries have an adequate opportunity to review the draft report, the evaluation schedule should be strictly respected by all Parties involved in the preparation of the draft report. If the evaluated country has not sent its comments within the time limits set in the evaluation schedule, the Secretariat may send the draft report to the Group noting that the evaluated country's comments will be sent separately.

b. Meetings preparatory to the Working Group's consideration of the draft report

37. Essential to the smooth and efficient running of Working Group meetings are the preparatory meetings and break-away sessions between the evaluation team and the evaluated country. These meetings and sessions should be used to discuss and resolve any factual or other inaccuracies, and as many issues as possible. This will ensure that the Working Group, whose plenary time is limited, can consider and deliberate upon clearly-defined questions that remain at issue. Where preparatory meetings and break-away sessions have failed to resolve the abovementioned details, the Group may wish to adjourn its reading(s) of the draft report and require the evaluation team and evaluated country to reconvene separately.

38. The evaluated country is expected to have raised factual or other inaccuracies, as well as disputed issues, during the written feedback on the preliminary report (see part F(2)(d) below). It should only be in exceptional cases that matters are raised for the first time during the preparatory meetings or in the Working Group's plenary meeting.

39. Prior to the discussion of the draft report by the Working Group, preparatory meetings will be held at the OECD (see Annex 5, which sets out guidance for the conduct of preparatory meetings, break away sessions, and readings in the Working Group).

40. Following the preparatory meetings, the Secretariat and the lead examiners will revise the report (in tracked changes mode). Depending on the complexity of the changes to the report arising from the preparatory meeting, the Secretariat may circulate a copy of the revised draft report (in tracked changes mode) to the Working Group at the first reading.

c. Overview of the Working Group's consideration of the draft report

41. The Working Group, in plenary, will discuss the draft report (including draft executive summary, recommendations and issues for follow-up) submitted by the evaluation team. Evaluation in the Working Group provides an opportunity to discuss difficult issues, to hear the evaluated country explain its legal system and approach, and to finalise the recommendations that the Group will make. Discussions in the Working Group - as well as interaction between the Secretariat, lead examiners, and the evaluated country - should ensure that the evaluation reflects the fullest possible understanding of the country's approach.

42. After a full discussion of the draft report through the first, second and third readings, the Working Group will adopt the report in respect of the evaluated country (what will become the "evaluation report"). The Working Group will continue to adopt evaluation reports on the basis of "consensus minus one" (see part B(1) above). Although the country undergoing evaluation cannot block the decision to adopt the evaluation report, it has the right to have its views and opinions fully reflected in the evaluation report.

43. In accordance with Rule 5 of the Rules of Procedure of the Organisation, discussions of the Working Group on mutual evaluations will be confidential.⁵

d. First reading of the draft report

44. The first reading by the Working Group will involve a review and debate of the draft report, focusing on the substance of the draft report and the commentaries of the lead examiners (see Annex 5 for guidance on the conduct of the first reading).

e. Break-away sessions

45. Following the first reading in the Working Group, break-away sessions will be held for the purpose of revising the report, and making any consequential changes to the draft executive summary, recommendations and issues for follow-up and formulating an OECD press release (see Annex 5 for guidance on the conduct of the break-away sessions).

⁵

See C(2007)14/FINAL: Rules of Procedure of the Organisation.

46. The Secretariat will circulate the revised draft report (including revised executive summary, recommendations and issues for follow-up, all in tracked changes mode) and the draft press release to the Working Group at the second reading.

f. Second reading of the draft report

47. A second reading will consider the draft press release, revised draft recommendations and executive summary, and any remaining disagreement on the draft report (see Annex 5 for guidance on the conduct of the second reading). The Group will also determine whether the evaluated country should be subject to any additional measures (see Parts C.3. and D below).

g. Further break-away sessions

48. Following the second reading, the lead examiners, evaluated country, and Secretariat will meet to ensure that all documentation reflects decisions taken in the second reading of the Working Group (see Annex 5 for guidance on the conduct of the break-away sessions). The Secretariat will circulate the final revised draft report and the final revised draft press release to the Working Group (in tracked changes mode) at the third reading.

h. Third reading and adoption of the evaluation report

49. At the third reading, the Working Group will adopt the Phase 4 evaluation report, and press release (see Annex 5 for guidance on the conduct of the third reading).

7. Publication of the evaluation report and press release

50. As soon as possible after the third reading, the evaluation report will be published on the OECD website and announced through the agreed press release. The Secretariat should coordinate this action with the evaluated country. In accordance with their domestic processes, the evaluated country is required to translate at least the executive summary, press release, and recommendations into a national language and publish these on one or several government websites within two months after the plenary meeting at which the report is agreed. These documents must also be sent to the Secretariat for publishing on the OECD website. The evaluated country should make best efforts to publicise and disseminate the report and translated documents, for example, by making a public announcement, organising a press event, and translating the full report into the national language. In particular, the evaluated country should share the report and translated documents with relevant stakeholders, particularly those involved in the evaluation (through the questionnaire or on-site visit).

3. C. FOLLOW-UP REPORTS TO PHASE 4 EVALUATIONS

51. Following the adoption by the Working Group of an evaluation report:

- Within 12 months of the adoption of the evaluation report, the Secretariat, copying the Chair and lead examiners, will contact the evaluated country to remind it that it should be progressing with implementation of the Phase 4 recommendations.
- Within 24 months of the adoption of the evaluation report, the evaluated country will submit to the Working Group a written report explaining the steps taken by it concerning the Phase 4 recommendations and follow-up issues.
- The evaluated country may be required to give an additional oral or written report on key recommendations, at a time decided by the Working Group upon adoption of the evaluation report or during its consideration of any follow-up report (see part C(3) below).
- Other steps may be considered as provided under part E below.

1. Two-year written follow-up report

52. Within 24 months of the adoption of the evaluation report, the evaluated country will submit a written report explaining the steps it has taken concerning the Phase 4 recommendations and follow-up issues. The written report should be made according to the standard format agreed by the Working Group (Annex 6). The written report must be provided to the Secretariat at least six weeks prior to the start of the plenary meeting at which the Working Group is scheduled to consider the report. The Secretariat should send the template in Annex 6 to the reporting country at least four weeks prior to the due date for the written report. The complete timetable template for Phase 4 two-year written follow-up reports is set out in Annex 8.

53. Answers should be given to each and every recommendation. Concerning follow-up issue, information should be provided where there have been relevant developments since the adoption of the Phase 4 report; the Secretariat and the lead examiners may also identify follow-up issues for which it specifically requires information from the evaluated country. Answers should include any necessary supporting material (e.g. translations of legislation). If the evaluated country has not taken any steps to implement a recommendation which requires action (or a part thereof), an explanation should be given as to the reasons for the lack of action. In addition, the evaluated country in question should provide information as to any intended or planned action and the timing of such action.

a. Review of follow-up report

54. The Secretariat and lead examiners will review the written follow-up report and may request, where appropriate, additional information from the evaluated country, particularly where such information may influence the determination of whether a recommendation has been implemented, partially implemented, or not implemented. The Secretariat and lead examiners should, in particular, endeavour to clarify any matters with the evaluated country in advance of the plenary meeting if such matters are likely to determine whether a Phase 4 recommendation has been implemented.

55. The lead examiners and the Secretariat will prepare a document presenting the evaluation team's preliminary summary and conclusions on the evaluated country's progress. This document will reflect the lead examiners' preliminary views as to the evaluated country's implementation of its Recommendations and whether the lead examiners consider that any additional follow-up measures are required (see Parts C.3. and D below). The preliminary summary and conclusions will be transmitted to the evaluated country for a period of two weeks; the evaluated country can offer corrections and comments to be considered by the lead examiners during a two-week period (see timetable in Annex 8). Any further revisions to the preliminary summary and conclusions will result in draft summary and conclusions, which will be circulated amongst members of the Working Group and made subject to the Group's usual evaluation process.

56. The written follow-up report prepared by the evaluated country, plus any further information provided upon request, will be circulated to Working Group delegates at least four weeks in advance of the start of the plenary meeting. Provided the written follow-up report and additional materials are received in sufficient time, the lead examiners' draft summary and conclusions will be circulated to the Working Group at least two weeks in advance of the plenary meeting.

b. Meetings preparatory to the presentation of the written report to the Working Group

57. Prior to the Working Group meeting, preparatory meetings will be held at the OECD (see Annex 5 for guidance on the conduct of the preparatory meetings).

c. Evaluation in the Working Group

58. The Working Group will consider the written follow-up report and the preliminary summary and conclusions for the purpose of determining whether the Phase 4 recommendations have been implemented, partially implemented, or not implemented (see Annex 5 for guidance on the conduct of the evaluation). The Working Group will also determine whether any additional follow-up measures are required in respect of the evaluated country (see parts C(3) and E below). The evaluation team's preliminary summary and conclusions will be revised during the meeting in accordance with the Working Group's decisions and will be adopted by the Working Group during the meeting. In exceptional circumstances where the summary and conclusions are unable to be approved during the meeting, the Working Group may agree that they be circulated to the Group for comment and approval by written procedure⁶ after the meeting.

d. Finalisation and disclosure of the follow-up report

59. Following discussions, the follow-up report will be made available on the OECD website. The follow-up report will be published as provided by the reporting country (subject to editorial corrections). The summary and conclusions adopted by the Group will be published as a cover note to the written report.

2. Updates to the written follow-up report

60. Following the written follow-up report, and prior to the commencement of the next evaluation cycle, the evaluated country or the Working Group may consider that the Working Group's assessment of a particular recommendation as being "implemented", "partially implemented", or "not implemented", is no longer valid as a result of significant legislative, institutional, or operational changes in the country. In such circumstances, the country may provide in writing or be asked by the WGB to provide in writing to the Secretariat a "supplemental report" (in the standard format in Annex 6) explaining the steps it has taken

⁶ Written procedure is defined in the OECD Rules of Procedure, Rule 6 and in CE(2010)7/FINAL.

concerning the relevant recommendation(s). The lead examiners and the Secretariat will review the report and any relevant information provided in support thereof. Where relevant action has been taken that affects the assessment of the recommendation, the report and the lead examiners' preliminary views will be submitted to the Working Group (either in plenary or via written procedure) for decision. A country may ask for a particular recommendation to be re-assessed only once every two years, or on the occasion of an additional oral or written report requested by the Working Group. If the Group's assessment of a recommendation is changed, the country's supplemental report and the Group's new assessment will be reflected as an addendum to the written follow-up report and published on the OECD website.

3. Failure to implement core recommendations

61. In the event that a country has failed to take action to effectively implement the recommendations of a Phase 4 evaluation report which require concrete action and which constitute core matters under the Convention, it will be required to provide additional reports on its progress in implementing these recommendations within a fixed timeframe.

62. Any requirement to provide additional reports will need to be agreed by the Working Group on the basis of a proposal by the Chair or the lead examiners, following consultations with the reporting country. In the case of non-compliance with the recommendations of the Working Group amounting to inadequate implementation of the Convention, even after additional follow-up reports have been provided, the Working Group should consider the possibility of conducting a Phase 4*bis* evaluation (see part D below) or taking other additional steps as necessary (see part E below).

4. D. PHASE 4BIS EVALUATIONS

1. Inadequate implementation of the Convention

63. In the event of inadequate implementation of the Convention, or where attendance at the Phase 4 on-site visit prevents the lead examiners from assessing whether the country has adequately implemented the Convention, the Working Group will consider conducting a Phase 4*bis* evaluation. When there is continued failure to implement adequately the Convention, further steps might be considered by the Working Group (see part E below).

64. The Phase 4*bis* evaluation should be conducted under the same procedure as for Phase 4 evaluations. Phase 4*bis* reports would focus on the more severe deficiencies identified in the Phase 4 evaluation, and should be made available on the OECD website.

65. Annex 7 describes the linkage between the Phase 4 evaluation, the follow-up reports, and the Phase 4*bis* evaluation.

2. Phase 4bis on-site visit

66. The Working Group could consider the possibility of conducting a second on-site evaluation of a country whose implementation of the Convention has appeared to be inadequate in practice. Such an on-site visit, which would be conducted as an “extraordinary” measure, would be a simplified one and would focus on issues of concern. It should ideally be led by the same examiners as the original Phase 4 evaluation, but in certain cases it could be necessary to call upon new examiners. A decision to conduct such a Phase 4*bis* on-site review could be made by the Working Group on the occasion of the discussion of the Phase 4 report, or after it has considered any follow-up report to the Phase 4 evaluation.

5. E. CONTINUED FAILURE TO ADEQUATELY IMPLEMENT THE CONVENTION

67. In cases where there is continued failure to adequately implement the Convention following a Phase 4 evaluation, Phase 4bis evaluation or any follow-up to the Phase 4 or 4bis evaluation, the Working Group may consider any appropriate measures, such as:⁷

- a) *Expedited reporting.* The Working Group could require the evaluated country to provide regular reports on an expedited basis of its progress in implementing the Convention or related legal instruments. The evaluated country could thus be asked to report to each meeting of the Working Group on its progress and it would be expected to be significantly in compliance within a fixed timeframe. The reports could be accompanied by a brief analysis of the progress that has been made, which could be prepared by the Secretariat and, following approval by the Working Group, published online.
- b) *Monitoring sub-group.* A group of Working Group members, selected by the plenary, could in conjunction with the Secretariat be given responsibility for reviewing any progress, including holding face to face meetings with the evaluated country, and making recommendations to the Working Group on the next steps to be taken.
- c) *Letter from the Chair.* A letter could be sent from the Chair of the Working Group to the relevant Minister(s) in the evaluated country to draw attention to the Working Group's concerns about the failure to implement adequately the Convention or related legal instruments.
- d) *Diplomatic engagement.* The Working Group could invite the evaluated country to arrange for its ambassador or other diplomatic representative to attend an upcoming plenary to discuss the Working Group's concerns and possible solutions for better implementing the Convention or related legal instruments, with the aim of fostering political will and conveying the Working Group's concerns to all relevant national authorities.
- e) *Action Plan.* The Working Group could invite the evaluated country to develop a draft plan of proposed measures to address specific deficiencies in implementing the Convention or related legal instruments. The draft plan should provide sufficient detail to enable the Working Group to assess whether the proposed measures adequately address each deficiency. If the measures seem inadequate, the Working Group could invite the evaluated country to submit a revised draft plan for consideration. If the measures seem adequate, the Working Group could invite the evaluated country to report back on their implementation.
- f) *Technical mission.* A technical mission could be arranged to the evaluated country to discuss the Working Group's concerns about, as well as possible solutions for facilitating, the evaluated country's implementation of the Convention or related legal instruments.
- g) *High-level mission.* A high-level mission (typically comprised of the Chair of the Working Group, the Head of the Anti-Corruption Division, and several Heads of Delegation of

⁷ In line with the Working Group's practice, the list of measures is not exhaustive. The Working Group is not required to follow any particular sequence of measures and can even develop measures on an *ad hoc* basis. Thus, it can apply any measure it deems appropriate to encourage the evaluated country to correct any deficiency in the implementation of the OECD Anti-Bribery Convention or related legal instruments, including insufficient enforcement of the offences set forth in the OECD Anti-Bribery Convention.

Working Group members) could be arranged to the evaluated country to express the Working Group's concerns. The mission would meet with Ministers and senior officials.

h) *Public statement.* The Working Group could issue a formal public statement to express concern about the evaluated country's insufficient compliance with the Convention or related legal instruments and to request their expeditious implementation.

i) *Due diligence warning.* The Working Group could issue a public statement advising that the evaluated country's inadequate implementation of the Convention or related legal instruments may justify enhanced due diligence on companies from that country. The evaluated country should first receive a confidential warning during a Working Group plenary before this measure is applied.

j) *Designating high-priority recommendation.* The Working Group could label any significant or long-outstanding unimplemented recommendation made to the evaluated country as a high-priority recommendation. The recommendation would be included in an online list of high-priority recommendations in order to highlight its unimplemented status. It would be removed from the online list once the Working Group decides that it has been implemented or rendered obsolete by developments.

k) *Suspending start of next monitoring phase.* The Working Group could publicly suspend the evaluated country's advancement to the next monitoring phase when warranted by the evaluated country's continuous or repeated failure to adequately implement the Convention or related legal instruments. During the suspension, the evaluated country would remain subject to monitoring within the context of the last monitoring phase that it had already commenced, including any additional measures that the Working Group may decide to impose during the suspension. The Working Group will consider whether to prolong the suspension every two years or earlier at the request of any Working Group member. To facilitate its deliberation on whether to end or prolong the suspension, the Working Group could invite the evaluated country to provide any additional information it deems relevant and ask the Secretariat and the relevant lead examiner countries to prepare a preliminary analysis.

In appropriate cases, the Working Group could decide, after hearing the evaluated country's views, to publish online details concerning any measure imposed.

6. F. RESPONSIBILITIES OF LEAD EXAMINERS, EVALUATED COUNTRY, SECRETARIAT, AND OTHER WORKING GROUP MEMBERS

1. Responsibilities of the lead examiners

a. Participation as lead examiner

68. Each country will take part in the evaluation of two other countries which are Parties to the Convention, over the period of the complete review cycle. Each country should fully accept all of the obligations relating to such service, including the provision of timely comments and full attendance at all meetings (preparatory, on-site, Working Group evaluation, written follow-up, and Phase 4bis evaluation where necessary). Where a country is unable to carry out its obligations for a compelling reason, it should notify the Secretariat as soon as possible to allow another country to substitute as lead examiner.

b. Central point of contact

69. Each country serving as a lead examiner should designate someone as a central point of contact for communicating with the Secretariat and the evaluated country, as well as with its own agencies.

70. The central point of contact will:

- Provide the Secretariat with a preliminary list of questions to be included in the supplementary questionnaire.
- Ensure that materials are received and distributed to appropriate experts within their government.
- Consult with the appropriate experts within the government to identify issues raised by the evaluated country's response to the Phase 4 questionnaires, and then communicate these issues to the Secretariat for inclusion in any follow-up questions.

c. On-site visit

71. The lead examiners should take an active role in the conduct of the panels at the on-site visit and should be prepared to chair panels as appropriate. The lead examiners will participate in an objective, impartial manner and will not be influenced by the way in which issues are treated by their own country.

d. Attendance at Working Group meetings

72. The lead examiner experts must attend the Working Group meeting to present the preliminary Report. The lead examiner experts must also, wherever possible, attend the Working Group meetings which will discuss the follow-up reports to the Phase 4 evaluation, as well as any Working Group meeting concerning a Phase 4bis evaluation.

e. Written follow-up report

73. The lead examiners will review the contents of the follow-up written reports and provide their views to the Secretariat for the purpose of preparing the preliminary summary and conclusions which the

lead examiners will review prior to its circulation to the Working Group. The lead examiners will also be prepared to raise substantive or policy issues that need to be addressed to initiate the discussion of such reports (see further part C(1) above). They should also be ready to present views to the Group on whether the evaluated country should be subject to any additional measures or reports (see part C(3) and D above).

2. Responsibilities of the evaluated country

a. Central point of contact

74. The evaluated country must designate someone as a central point of contact, who will be responsible for:

- Communicating with the Secretariat and the lead examiners.
- Coordinating the evaluated country's response to the Phase 4 questionnaire and supplementary questions.
- Coordinating the preparation for the on-site visit, and any matters arising from the on-site visit or during the preparation of the preliminary report.
- Coordinating the evaluated country's attendance at the OECD for the evaluation in the Working Group, and preparatory meetings.

b. Questionnaire responses and supporting materials

75. In accordance with the evaluation schedule established by the Secretariat, the evaluated country must submit a written response, in the agreed language (see part B(2) above), to the Phase 4 questionnaires and to any additional questions collectively submitted by the lead examiners and the Secretariat. Where appropriate or requested by the lead examiners or the Secretariat, the evaluated country must also provide supporting materials, such as laws, regulations, and judicial decisions.

76. Answers should be integrated into a single written response. It is essential that answers, and any accompanying materials, be provided sufficiently in advance of the on-site visit for review by the lead examiners and the Secretariat.

77. Supporting materials should be provided in the agreed language (see part B(2) above). Where the materials are voluminous, the evaluated country should discuss with the Secretariat which items should be translated on a priority basis.

c. On-site visit⁸

78. The evaluated country must assemble panels in accordance with the agenda and in consultation with the Secretariat and the lead examiners. The names, titles, and responsibilities of each participant must be provided to the Secretariat in advance of the on-site visit. The evaluated country should do its utmost to ensure that the composition of the panels reflects the proposals of the evaluation team (see part B(4)(c) above).

⁸ See also part B(4) above.

79. The evaluated country is responsible for providing a venue for the on-site visit. The language in which the evaluation will be conducted will be agreed upon in advance (see part B(2) above). The evaluated country will be required to provide interpretation and translation if deemed necessary by the evaluation team.

80. Although the evaluated country is not required to make travel arrangements for the evaluation team, it may consider negotiating for a block of hotel rooms at a government rate at a location convenient to the venue for the evaluation.

81. The evaluated country will be responsible for providing additional information requested by the evaluation team during the on-site visit as well as a complete list of all participants in the on-site visit.

d. Preliminary report

82. After the evaluation team has prepared its preliminary report, this will be forwarded to the evaluated country, which should carefully review the preliminary report and submit any corrections or clarifications it deems appropriate. Corrections or clarifications should be indexed to specific paragraphs of the preliminary report. This should not be viewed as an opportunity to rewrite the report. The evaluated country should, however, note significant points of disagreement to allow the Secretariat to draw up a list of preliminary issues for the meeting preparatory to the Working Group evaluation (see part B(6)(b) above).

83. Provided the preliminary report is transmitted to the evaluated country on time, comments must be submitted within the time limits set in the evaluation schedule. To ensure that the Working Group receives the draft report in time to review it prior to the Working Group meeting, comments that are submitted late will not be included in the draft report circulated to the Working Group but will be circulated separately (see part B(6)(a) above).

e. Evaluation in the Working Group

84. The evaluated country must bring the relevant experts to the Working Group's evaluation on the draft report (see part B(6) above) in order to be able to respond to questions from the Group. It may submit observations and views orally, and/or in writing, to the plenary.

f. Post-evaluation

85. The evaluated country is expected to do its utmost to implement the recommendations made in the Working Group's evaluation report. The evaluated country must provide a two-year written follow-up report to the Working Group, and other additional reports where required, on progress made in implementing the Group's recommendations and issues for follow-up (see part C above). The evaluated country should make best efforts to publicise and disseminate its two-year written follow-up report and the Working Group's summary and conclusions on this report.

3. Responsibilities of the Secretariat

a. Calendar of Phase 4 evaluations

86. The Secretariat will establish a calendar for Phase 4 evaluations, taking into account the calendar of other organisations involved in related monitoring work. Once approved by the Working Group, any significant changes to the calendar must be submitted to the Working Group for approval (either during a plenary meeting or via written procedure).

b. Evaluation schedule

87. In consultation with the lead examiners and the evaluated country, and as much in line as possible with the timetable in Annex 1, the Secretariat will establish an evaluation schedule for submitting questions, questionnaire responses, the on-site visit, and drafting and review of the report.

c. Secretariat members of the evaluation team

88. The Secretariat will name a team to staff the Phase 4 evaluation. The size of this team may vary from one examination to another, depending on the complexity of the review and the available budget. For example, it may require a larger team to review a G-20 country; or a smaller team may be adequate for a smaller country. As appropriate, the team may draw upon the expertise existing within other parts of the Secretariat in areas critical to a successful review.

d. Questionnaires

89. The Secretariat and the lead examiners will review the evaluated country's previous evaluations, and any additional materials, and prepare a list of supplementary questions including questions submitted by members of the Working Group. As well as including additional or more specific questions to supplement the Phase 4 standard questionnaire, the supplementary questions should focus on progress made on weaknesses identified in previous phases, enforcement efforts and results, and issues raised by changes in domestic legislation, or institutional frameworks. The supplementary questionnaire will be sent to the evaluated country after consultation with the lead examiners.

e. Preparation for on-site visit

90. In consultation with the lead examiners and the evaluated country, the Secretariat will prepare an agenda for the on-site visit. The Secretariat will perform the necessary preparatory work for the on-site visit, including assembling a list of issues in consultation with the lead examiners. This list, which may take the form of bullet-points to be addressed by each panel at the on-site visit, is intended to guide the evaluated country toward the issues that should be addressed in the on-site visit and is not intended to be a supplemental questionnaire. The agenda and list of issues must be provided sufficiently in advance of the on-site visit to permit the evaluated country to prepare. The Secretariat should in addition prepare a summary of issues for use by the evaluation team.

f. On-site visit

91. At the conclusion of each day, the Secretariat should convene a meeting of the lead examiners to share preliminary views. The Secretariat should maintain a list of follow-up questions and additional materials requested of the evaluated country during the on-site visit.

g. Preparation of preliminary report

92. Following the on-site visit, the Secretariat will draft a preliminary report based upon the evaluated country's response to the Phase 4 questionnaires, the on-site visit, and any additional materials and research. The preliminary report will incorporate the lead examiners' preliminary views and will include draft recommendations and issues for follow-up. After being reviewed by the lead examiners, this draft will be provided to the evaluated country. The Secretariat, under the guidance of the lead examiners, will make any appropriate changes in response to comments and corrections submitted by the evaluated country. Further guidance on the preparation and format of the preliminary report is set out in part B(5) above and Annex 4 below.

93. The Secretariat has an important role in ensuring the consistent application of procedures and standards throughout the Phase 4 evaluation cycle. In the event that the lead examiners disagree amongst themselves, and have been unable to resolve the issue, it is the responsibility of the Secretariat to ensure that such disagreement is noted in the draft report as an issue to be resolved by the full Working Group. The Secretariat should further ensure that the draft report notes any treatment of an issue which is inconsistent with the way such issues have been treated during the course of the ongoing or previous monitoring cycles. This will be particularly important in circumstances where the disagreement or inconsistency arises because an issue is treated in the same way by the evaluated country and the lead examiner(s).

h. Publication of evaluation report

94. The Secretariat will be responsible for editing and publishing the evaluation report following its adoption in the third reading by the Working Group.

i. Follow-up reports

95. Countries which are due to provide a regular or additional report (see part C above) will be reminded by the Secretariat in advance of the meeting.

96. Following the discussion of any oral follow-up reports, the Secretariat will prepare a brief summary to be included in the record of the meeting.

97. In the case of the two-year written follow-up reports, the Secretariat will send the template (Annex 6) in advance to the evaluated country. The Secretariat will review the written report and liaise with the lead examiners to determine whether additional information should be requested from the evaluated country. The Secretariat, in consultation with the lead examiners, will prepare a document presenting the preliminary summary and conclusions of the lead examiners on the evaluated country's progress and whether further action is required (see parts C.3., D and E above). The Secretariat will also arrange preparatory meetings for the lead examiners to consider their views as to whether the Phase 4 recommendations have been implemented, partially implemented, or not implemented, and to communicate these views to the evaluated country.

98. Following the Working Group's consideration of the two-year written follow-up report and adoption of the final summary and conclusions, the Secretariat will be responsible for publication of these documents on the OECD website as soon as possible. The Secretariat should coordinate this action with the evaluated country.

4. Responsibilities of other members of the Working Group

a. Pre-evaluation

99. Working Group members are encouraged to submit questions and concerns at any stage of the evaluation process. Six weeks prior to the sending of the supplementary questionnaire, the Working Group will be asked for submissions on foreign bribery-related challenges, achievements, or questions concerning the evaluated country, as well as its views on its international cooperation experience with the evaluated country, for purposes of the on-site review (see Annex 3). Submissions should be sent to the Secretariat two weeks prior to the sending of the supplementary questionnaire. The Secretariat and the lead examiners should carefully examine whether any issues raised have been addressed in the questions and answers they are already considering.

b. Plenary review

100. Each Working Group member should ensure that a qualified expert has reviewed the preliminary Phase 4 report, or written follow-up report and preliminary summary and conclusions, in advance of the plenary session and that, whenever possible, such qualified experts attend and actively participate in the plenary review of the Phase 4 reports, written follow-up reports, and discussion of oral follow-up reports.

101. Two Working Group members will also be asked to act as Facilitators in respect of each Phase 4 report to engage in in-depth discussions. Should countries wish to volunteer for this role, they should contact the Secretariat as soon as possible, and no later than four weeks in advance of the start of the plenary meeting. In the absence of volunteers, the Secretariat will contact potential Facilitators four weeks in advance of the start of the plenary meeting. Where a country is unable to act as Facilitator, it should notify the Secretariat as soon as possible to allow another country to substitute as Facilitator. Each country should act as Facilitator in the evaluation of two other countries which are Parties to the Convention, over the period of the complete review cycle. The Facilitator role is not intended to undermine or supplant the role of the lead examiners, nor does it change the expectation that all Working Group members actively participate in evaluation reports.

ANNEX 1

Phase 4 Evaluation Schedule

[Evaluated Country]

Lead Examiners: [...]

Stages	Week	Action	Time until next step ⁹
1.	0	Send Phase 4 letter to the WGB on international cooperation and main challenges and achievements in the evaluated country (Annex 3)	6 weeks
		Secretariat research and liaison with lead examiners to formulate supplementary questions	
2.	6	Send Phase 4 standard questionnaire (Annex 2) and supplementary questionnaire to evaluated country	8 weeks (+1 if translation required)
		Preparation of on-site review: <ul style="list-style-type: none"> • Preparation of preliminary agenda for on-site visit • Consultation with evaluated country 	
3.	14 (+1)	Written responses to questionnaires by evaluated country due	6 weeks
		Analysis of replies and preparation for on-site visit Finalise agenda [2 weeks ahead of on-site]	
4.	20	On-site visit	6 weeks
5.	26	Draft evaluation report to lead examiners for review	2 weeks
6.	28	Comments from lead examiners due : <ul style="list-style-type: none"> • Incorporation of corrections • Liaison between Secretariat and lead examiners 	2 weeks
7.	30	Draft evaluation report to evaluated country for review	3 weeks (+1 if translation required)
8.	33 (+1)	Comments from evaluated country due: <ul style="list-style-type: none"> • Incorporation of corrections • Liaison between Secretariat, evaluated country, and lead examiners • Revision (if necessary) 	3 weeks
9.	36	Circulation of draft evaluation report to the WGB	3 weeks
10.	39	Working Group on Bribery evaluation	
11.		Following adoption of report: publication of evaluation report and press release	As soon as possible

⁹ Note: Working Group meeting weeks and public holidays should not be counted in establishing the schedule for a country evaluation.

ANNEX 2

Phase 4 Questionnaire

Objective

The fourth phase of the peer evaluation (Phase 4) of the implementation of the Convention on Combating Bribery of Foreign Public Officials in International Business Transactions (the Convention) and the 2009 Recommendations on further combating bribery (the 2009 Recommendations)¹⁰ will strive to identify the unique challenges and achievements of the evaluated country and to assist the evaluated country in addressing challenges in a way that is suitable and feasible within its legal system, in accordance with the principles of functional equivalence¹¹ and equal treatment. The purpose of Phase 4 is to focus on:

- **Key horizontal issues**, including issues raised by changes in the domestic legislation or institutional framework of the Parties since Phase 3, focusing on:
 - A. Detection of the foreign bribery offence;
 - B. Enforcement; and
 - C. Responsibility of legal persons.
- Any other **country specific issues** arising out of progress made by Parties on weaknesses identified in previous evaluations or **issues raised by changes in the domestic legislation or institutional framework** and not falling under the key horizontal issues identified for Phase 4.
- Problems and challenges faced in combating bribery of foreign public officials in international business transactions.
- Achievements and good practices in combating foreign bribery, duly noting that these are not intended to create new standards, liability or obligations for the Parties to the Convention, but to share positive experiences with a view to better combating foreign bribery globally.

The standard questionnaire below will assist the Phase 4 evaluation team and the Working Group on Bribery in assessing how the evaluated country addresses those issues. Phase 4 is carried out in accordance with the Phase 4 evaluation procedure.

Submission of replies

Replies shall be submitted to the Secretariat in the agreed official language for the evaluation within the time limits fixed in the evaluation schedule, and preferably in electronic format. Replies shall be precise and provide sufficient detail to enable an assessment of the law implementing the Convention and its actual application. Where appropriate, copies of, or links to, relevant laws, regulations, administrative guidance, or court decisions shall be provided.

¹⁰ 2009 Recommendation for Further Combating the Bribery of Foreign Public Officials in International Business Transactions (2009 Anti-Bribery Recommendation); and 2009 Recommendation of the Council on Tax Measures for Further Combating the Bribery of Foreign Public Officials in International Business Transactions.

¹¹ As defined under Commentary 2 to the OECD Anti-Bribery Convention.

Confidentiality

*Answers to all questions should be provided in accordance with national rules on confidentiality. Replies to the questionnaire received by the Secretariat are confidential. The evaluated country is not required to disclose or agree to the publication of information that is protected by law, regulations and/or professional rules of conduct in the evaluated country. The evaluated country is encouraged to release information concerning its questionnaire responses, or make them publicly available, subject to its domestic laws on the protection of privacy and secrecy.*¹²

QUESTIONS CONCERNING PHASE 4

The evaluated country should be prepared to describe how authorities have applied the foreign bribery offence and related offences since Phase 3. Ideally, this would be addressed by referring to concrete cases that have arisen under implementing legislation, irrespective of whether these cases have been successfully prosecuted. The aim of such information, which will be held on a confidential basis, is to assist the Working Group on Bribery (Working Group) to determine how the foreign bribery offence is being prosecuted, what investigative techniques are being utilised, and what hurdles are being faced by countries in the fight against the bribery of foreign public officials. In the absence of concrete cases concerning the bribery of a foreign public official, please refer if possible to cases involving bribery of domestic officials or other similar offences (e.g. fraud, money laundering, or an offence(s) against anti-monopoly or anti-cartel laws)

Unless otherwise specified, all information provided should refer to changes and developments since Phase 3.

PART I. PROGRESS ON PHASE 3 RECOMMENDATIONS¹³

The evaluation team will provide a supplementary, country-specific questionnaire to address, in particular, steps taken by the evaluated country to implement the recommendations identified by the Working Group as not having been implemented, or having been only partially implemented, practice which may have developed concerning the issues identified for follow-up in Phase 3, as well as issues arising out of subsequent follow-up reports and other official updates.

In responding to the questions in Parts I and II, please note that some questions may overlap, depending on outstanding recommendations and follow-up issues from earlier evaluations for each country, and depending on the nature of any legal and institutional changes for each country. Please do not repeat responses given but refer, instead, to the appropriate question where the response was already made.

¹² The published version of the Phase 4 evaluation report will not include any confidential information, including information pertaining to on-going cases, taking into account domestic legislation requirements on confidentiality. The evaluated country will also have an opportunity to review the preliminary evaluation report and, should any confidential information remain in it, require that it be removed. See Phase 4 Evaluation Procedures, paragraph 5.

¹³ This section of the Questionnaire addresses Phase 3 recommendations that were not fully implemented by the time of your country's written follow-up report to Phase 3.

PART II. KEY HORIZONTAL ISSUES FOR PHASE 4

A. DETECTING FOREIGN BRIBERY

1. What are the most common sources of information referred to your law enforcement authorities accusing natural and/or legal persons of involvement in foreign bribery? If possible, please indicate the likely reasons why some sources are more often relied on, and what the likely reasons are if such information is not being referred to your authorities. Please provide information on the sources of information regarding foreign bribery and how they came to the attention of your law enforcement authorities, including through sources such as (depending on available information):
 - a. Tax authorities;
 - b. Financial intelligence units and other anti-money laundering units;
 - c. Other specialised anti-corruption authorities, law enforcement authorities¹⁴ and securities regulators, as relevant;
 - d. Embassies;
 - e. Other domestic institutions (e.g. export credit agencies, competition authorities, etc.), as appropriate;
 - f. Investigation of other offences (e.g. money laundering, enforcement of books and records requirements, accounting and auditing standards, financial statements disclosures);
 - g. Information from foreign authorities (e.g. through MLA, foreign court decisions, or other international organisations);
 - h. Media;
 - i. Self-reporting by companies;
 - j. Competitors of companies alleged to have engaged in foreign bribery;
 - k. Intermediaries or other partners in the companies' supply chains;
 - l. Employees;
 - m. Whistleblowers;
 - n. Auditing professionals; and
 - o. Others, as relevant.
2. Has one source of detection particularly increased? If so, what are the likely causes for this change? In particular, please describe any initiative by your law enforcement authorities to enhance its cooperation with other public or private sector stakeholders to enhance the detection capacities for foreign bribery. If information on suspected acts of foreign bribery is not being referred to your authorities, what are the reasons for this?

¹⁴ This includes all authorities involved in investigation and prosecution.

3. If applicable, please indicate reporting procedures or mechanisms developed for the reporting of suspected acts of foreign bribery, and how these have been publicised, among which stakeholder groups, as well as their effectiveness in practice.
4. If applicable, please indicate any new measures to encourage and/or require reporting by your own public officials of suspected acts of foreign bribery. Please describe specific awareness raising activities undertaken to publicise the existence of these reporting channels, and facilitate their use. Please indicate whether certain bodies of public officials, which may play a particular role in detecting foreign bribery, have been targeted with a view to drawing their attention to foreign bribery “red flags”, and the importance of reporting to relevant law enforcement authorities. In responding to this question, please refer in particular to initiatives to enhance detection capacities of:
 - a. Tax authorities;
 - b. Financial intelligence units and other anti-money laundering units;¹⁵
 - c. Other law enforcement authorities and securities regulators, as relevant;
 - d. Embassies; and
 - e. Other domestic institutions, as appropriate.
5. If applicable, please describe any new measures to protect from discriminatory or disciplinary action public and private sector employees who report in good faith and on reasonable grounds suspected acts of foreign bribery to competent authorities. Please also indicate whether any specific awareness raising activities have been undertaken to publicise the existence of such measures.
6. Concerning enhancing detection of suspected foreign bribery by the private sector, please describe efforts to encourage detection and reporting by:
 - a. Companies, in particular to indicate whether self-reporting by companies is encouraged under the law or otherwise;
 - b. External auditors, in particular to describe initiatives developed by your government and/or by professional associations to encourage reporting and enhance detection capacities of external auditors of suspected foreign bribery; and
 - c. Other private sector stakeholders, as relevant.
7. Concerning detection of suspected acts of foreign bribery through media reports, please explain whether investigations are being initiated on the basis of media reports. If applicable, please provide examples of foreign bribery cases detected through media reports, including whether formal investigations may be (and have been) opened on the basis of such reports, or whether certain challenges or obstacles prevent the opening of formal investigations based on media reports.

B. ENFORCEMENT OF FOREIGN BRIBERY SINCE PHASE 3

¹⁵ In responding on this aspect, reference can be made where appropriate to progress reported in the context of other evaluations regarding in particular politically exposed persons (PEPs), transparency and beneficial ownership.

1. Issues raised by changes in legislation or the institutional framework since Phase 3

8. Please describe any changes to your legal framework (legislative, regulatory, or jurisprudential) or institutional framework (including policy statements, guidelines, directives, and protocols) which might *directly or indirectly* impact upon any of the obligations under the Convention, the 2009 Anti-Bribery Recommendation, or the 2009 Tax Recommendation. If there have been such changes, please include or provide exact references to all relevant documentation (e.g. legislation, regulations, court decisions, interpretative notes or commentaries, guidelines, or policy directives), and describe the impact on the implementation of the Convention or other OECD anti-bribery instruments. In particular, please include reference to any change(s) since Phase 3 affecting:
- a. the offence of bribing a foreign public official (the foreign bribery offence), criminal responsibility for the foreign bribery offence, and related defences and exceptions, including small facilitation payments;
 - b. the exercise of territorial, nationality or other forms of extraterritorial jurisdiction over the foreign bribery offence;
 - c. the statute of limitations applicable to the foreign bribery offence;
 - d. false accounting offences, and money laundering offences in so far as the latter relate to foreign bribery;
 - e. the tax treatment of bribes to foreign public officials, including the tax treatment of small facilitation payments and implementation of the 2009 Recommendation on Tax Measures, and the ability of your tax authorities to require financial institutions in your country to provide information;
 - f. your national policy or strategy on combating the bribery of foreign public officials;
 - g. if more than one level of government has relevant legislative-making powers, the changes to all levels of legislation which might directly or indirectly impact upon the implementation of the Convention; and
 - h. if you have any dependencies or overseas territories, progress made to bring them in compliance with the Convention. In addition, if you have the authority to extend ratification of the Convention to them, please describe steps taken in this regard.

2. Cases involving the bribery of foreign public officials since Phase 3

9. Please provide information in the tables below on enforcement action¹⁶ with regard to alleged foreign bribery. Concerning all data provided hereunder, please distinguish between natural persons (NP) and legal persons (LP) (e.g. “3NP” for three matters involving natural persons, or “2LP” for two matters involving legal persons). Please indicate in particular:¹⁷
- a. (i) The total number of foreign bribery investigations commenced each year; (ii) the number of investigations still on-going; (iii) the number of discontinued investigations without

¹⁶ If this has not been provided in the context of earlier evaluations, countries are encouraged to provide relevant information on all enforcement actions since signing the Convention.

¹⁷ Please note the tables in sub-sections a to d are indicative. Information may be provided in a different format suitable to the evaluated country’s specific circumstances.

sanctions; and (iv) the number of discontinued or deferred investigations where persons were sanctioned as a result of settlement, mediation, or equivalent.

	20xx (year)	20xx	20xx	20xx
Total foreign bribery investigations				
Still ongoing investigations				
Investigations discontinued or deferred without sanctions				
Investigations discontinued or deferred with sanctions				

- b. (i) The total number of foreign bribery prosecutions with formal charges commenced each year; (ii) the number of prosecutions still on-going; (iii) the number of prosecutions discontinued or deferred without sanctions or conditions; and (iv) the number of prosecutions discontinued or deferred with sanctions or other measures.

	20xx (year)	20xx	20xx	20xx
Total foreign bribery prosecutions				
Still ongoing prosecutions				
Prosecutions discontinued or deferred without sanctions				
Prosecutions discontinued or deferred with sanctions				

- c. (i) The total number of court proceedings relating to foreign bribery cases commenced each year; (ii) the number of court proceedings still ongoing; (iii) the number of court proceedings resulting in acquittals; and (iv) the number of court proceedings resulting in convictions with sanctions.

	20xx (year)	20xx	20xx	20xx
Total foreign bribery court proceedings				
Still ongoing court proceedings				
Court proceedings resulting in acquittals				
Court proceedings resulting in sanctions				

- d. Concerning additional administrative or civil proceedings foreseen under Article 3(4) of the Convention which seek imposition of sanctions (e.g. regulatory enforcement actions, debarment, suspension from public procurement contracts, suspension or termination of official export credit support, penalties for accounting violations), please identify (i) the total number of proceedings relating to foreign bribery cases commenced each year; (ii) the number of proceedings still ongoing; (iii) the number of proceedings discontinued or deferred without

sanctions or other measures; (iv) the number of proceedings discontinued or deferred with sanctions or other measures; (v) the number of proceedings discontinued as a result of civil settlements or agreements, or reference of the matter to arbitration; (vi) the number of decisions finding liability with sanctions; and (vii) the number of decisions finding no liability.

	20xx (year)	20xx	20xx	20xx
Total other administrative or civil proceedings				
Still ongoing proceedings				
Other proceedings discontinued or deferred without sanctions				
Other proceedings discontinued or deferred with sanctions				
Other proceedings discontinued due to settlements, agreements, or reference to arbitration				
Other proceedings concluding in liability with sanctions				
Other proceedings concluding in the absence of liability				

10. Please provide a summary of foreign bribery cases, including those that address weaknesses identified in previous evaluations and information on any changes in the domestic legal or institutional framework. Please attach a copy of any relevant documentation, with a translation of the relevant parts of such documentation into the agreed official language for the evaluation. Please provide in particular information on:
- The important facts of the case revealed by the evidence (which may be anonymised), including the briber (NP and/or LP), the amount of the bribe, the nature of the advantage obtained, the time period and location of the events, the involvement of intermediaries, etc.;
 - The procedural steps taken, including investigative and prosecutorial steps;
 - The practices and procedures used by law enforcement authorities to assess the information received; and
 - Any interpretation of the foreign bribery offence by the court (or opinion of).
11. Have your law enforcement authorities investigated and/or prosecuted credible factual allegations of bribing a foreign public official where all of the advantage was transferred directly to a third party with the knowledge or agreement of the foreign public official? If so, please describe (by reference to selected relevant cases) what practical or legal obstacles your authorities faced in this situation.
12. Please provide a summary of relevant money laundering cases predicated on a foreign bribery offence. Please indicate whether such cases also resulted in foreign bribery prosecutions. If so, please indicate the outcomes of the corresponding foreign bribery prosecutions. If not, please indicate why no foreign bribery prosecution occurred. Where applicable, the tables under question 9 above should be completed in respect of money laundering cases predicated on foreign bribery. Please attach a copy of any relevant, publicly available documentation, with a translation of the relevant parts of such documentation into the agreed official language for the evaluation. Please include, if available:

- a. Information on whether cases of bribing foreign public officials have been detected by your money laundering authorities, or by foreign money laundering authorities where information was shared with your authorities. Please also explain whether this was done by identifying the laundering of the proceeds of bribing a foreign public official and/or the bribe payment and/or a connected offence.
 - b. Information concerning the capacity to detect bribe payments through money laundering transactions involving politically exposed persons (PEPs) who are foreign public officials.
 - c. Any available information on how your authorities have quantified the proceeds of bribery in money laundering cases concerning the bribery of foreign public officials as a predicate offence, and whether your authorities have encountered difficulties in this respect.
13. Please provide a summary of relevant false accounting cases related to foreign bribery. Please indicate whether such cases also resulted in foreign bribery prosecutions. If so, please indicate the outcomes of the corresponding foreign bribery prosecutions. If not, please indicate why no foreign bribery prosecution occurred. Where applicable, the tables under question 8 above should be completed in respect of false accounting cases related to foreign bribery. Please attach a copy of any relevant, publicly available documentation, with a translation of the relevant parts of such documentation into the agreed official language for the evaluation.
14. Where applicable, please indicate the nature of any challenges encountered in investigating and bringing foreign bribery enforcement actions.¹⁸ Where such challenges have arisen, please explain what measures you have taken in attempting to overcome them, including practices that have worked particularly well. Please address situations which:
- a. Prevented information referred to your law enforcement authorities accusing natural and/or legal persons of involvement in foreign bribery from progressing to the investigative stage, and how such challenges were possibly overcome; or
 - b. Prevented investigations from leading to indictments (or the initiation of civil or administrative proceedings) or a resolution with sanctions, and how such challenges were possibly overcome; or
 - c. Prevented indictments (or other proceedings) from going to trial or leading to a conviction or a resolution with sanctions, and how such challenges were possibly overcome; or
 - d. Resulted in trials leading to acquittals (or the finding of no liability) or a dismissal without sanctions, and how such challenges were possibly overcome.

3. Law enforcement resources and expertise

15. Please describe any changes to your legal framework (legislative, regulatory, or jurisprudential) or institutional framework (including policy statements, guidelines, directives, and protocols) affecting the availability of investigative techniques in cases of bribery, including access to information from financial institutions and tax authorities. Please include or provide exact

¹⁸ Practical challenges might include certain elements of the offence (e.g. use of intermediaries, including related legal persons, benefits provided to third party beneficiaries, or definition of the foreign public official) or other procedural challenges (e.g. defences or exceptions whether in your country's legislation or the foreign jurisdiction, jurisdictional issues, statute of limitations, double jeopardy, or international assistance).

references to all relevant documentation (e.g. legislation, regulations, court decisions, interpretative notes or commentaries, guidelines, or policy directives).

16. Please describe any changes affecting the resources (human and financial) available for the enforcement of offences under the Convention and the 2009 Anti-Bribery Recommendation.
 17. Please indicate whether specialised bodies have been set up to investigate and/or prosecute foreign bribery (whether on its own or as part of a broader group of offences). If so, please indicate how long such bodies have been in place and how they are staffed (both in terms of numbers and type of experts). Please also describe the perceived benefits in terms of the effectiveness of foreign bribery investigations and prosecutions and/or the quantification and recovery of the bribe and proceeds of foreign bribery.
 18. If specialised bodies are not in place, please indicate the steps taken to ensure adequate expertise and resources are available within law enforcement authorities to permit effective investigation and prosecution of foreign bribery. Please highlight which steps have, in your view, been most effective in ensuring adequate expertise is available within law enforcement authorities.
 19. Please describe the steps taken to provide expertise and training to judges on the specificities and complexities of foreign bribery cases. Please highlight which steps have, in your view, been the most effective in ensuring adequate expertise is available within the courts.
 20. Please indicate whether specialised courts exist for the purpose of hearing foreign bribery cases (or as part of a broader group of offences). If so, please indicate how long such courts have been in place and how they are staffed. Please also describe the perceived benefits.
- 4. International cooperation**¹⁹
21. Please describe any changes to your legal framework (legislative, regulatory, or jurisprudential), institutional framework (including policy statements, guidelines, directives, and protocols) or resources concerning mutual legal assistance (MLA) and extradition; and the rules governing MLA and extradition, including the potential impact of issues addressed under Articles 9 and 10 of the Convention (i.e. bank secrecy, absence of an extradition treaty, declining extradition requests solely on the grounds that a person is a country's national, requirement for dual criminality). Please include or provide exact references to all relevant documentation (e.g. legislation, regulations, court decisions, interpretative notes or commentaries, guidelines, or policy directives).
 22. Have you considered ways for facilitating MLA between Parties and with non-Parties in cases of foreign bribery, including regarding treaty requirements and evidentiary thresholds where applicable? Please also indicate whether systems have been developed to facilitate the tracking and provision of MLA requests by your authorities (e.g. case management systems).

¹⁹ The Phase 4 evaluation of international cooperation issues is also carried out through a questionnaire sent out to all other Parties to the Convention and seeking their views on their international cooperation experience with your country (see Annex 3 to the Phase 4 Procedures).

23. Concerning MLA requests regarding the bribery of a foreign public official made by your authorities to other countries,²⁰ please provide the following information, if this information is available and capable of being shared:
- a. How many requests have you made to other countries, per year? What types of measures were requested (e.g. search and seizure of financial and company records, witness statements, court records, etc.)? How long has it taken for your country to receive a reply to such requests? How many of them were granted/rejected and on what grounds? In responding to this question, please differentiate between requests to Parties and non-Parties.
 - b. If you did not receive a response to your request(s), what further steps did you take, if any? Did the absence of a response result in termination of proceedings?
24. Please describe the requests for MLA received by your authorities from other Parties to the Convention regarding the bribery of a foreign public official.²¹ Please include answers to the following questions, if this information is available and capable of being shared:
- a. How many requests of this kind have your authorities received each year from other Parties to the Convention? How many requests have been granted/rejected each year and on what grounds? What types of measures were requested (e.g. search and seizure of financial and company records, witness statements, court records, etc.)?
 - b. On average, how long has it taken your country to reply to requests for MLA from other Parties concerning foreign bribery? Is the delay for answering similar to the delay for other offences? Are there time limits for responding to requests for the various forms of MLA? Was the range of legal assistance provided the same as that provided for other offences? If applicable, please indicate whether some requests were only partially executed, and the reasons for this.
 - c. Have you granted or denied requests for MLA concerning a legal person and, if so, on what grounds?
 - d. Have your authorities been able to grant MLA as promptly in cases where a request is for:
 - (i) Information from a financial institution (such as a customer's name or details about a customer's transaction); or
 - (ii) Information about a company (including the identity of the owner, proof of incorporation, legal form, address, the names of directors, etc.)?
25. In cases where several Parties, including your country, had jurisdiction over an alleged offence under the Convention, please describe the steps taken to consult with the other Party(ies) with a view to determining the most appropriate jurisdiction for prosecution. In the event that such a case has never occurred, please indicate the procedures foreseen and whether these have been communicated to law enforcement authorities so they are aware of the need for such consultation.
26. Please describe the circumstances in which you have consulted and otherwise co-operated with competent authorities in other countries on the identification, freezing, seizure, confiscation and recovery of the proceeds of bribery of foreign public officials.

²⁰ Countries are encouraged to provide relevant information on all requests since signing the Convention.

²¹ Countries are encouraged to provide relevant information on all requests since signing the Convention.

27. Please describe the circumstances in which you have consulted and otherwise co-operated as appropriate with international and regional law enforcement networks involving Parties and non-Parties, in investigations and other legal proceedings concerning specific cases of foreign bribery, through such means as the sharing of information spontaneously or upon request, provision of evidence, extradition, and the identification, freezing, seizure, confiscation and recovery of the proceeds of bribery of foreign public officials.
28. Have reports of foreign bribery been referred to your authorities by international government organisations, such as the international and regional development banks? If so, please describe the steps taken by your authorities to investigate such matters.
29. Please describe initiatives by your country to prevent foreign bribery in cooperation with other countries, for instance through capacity-building seminars, international conferences, and bilateral conferences for the purpose of sharing good practices and preventing bribery and corruption.

5. Article 5 considerations

30. Please describe any changes to your legal framework (legislative, regulatory, or jurisprudential) or institutional framework (including policy statements, guidelines, directives, and protocols) affecting the potential impact of factors prohibited under Article 5 the Convention (i.e. national economic interest, relations with another State, the identity of the natural or legal persons involved), or of other forms of improper influence which are the result of concerns of a political nature, on investigations and prosecutions. Please include or provide exact references to all relevant documentation (e.g. legislation, regulations, court decisions, interpretative notes or commentaries, guidelines, or policy directives).
31. Please describe any changes to your legal framework (legislative, regulatory, or jurisprudential) or institutional framework (including policy statements, guidelines, directives, and protocols) affecting prosecutorial discretion, and any requirement to obtain consent from the executive branch of government (e.g. Minister of Justice) to open, close or continue an investigation or prosecution; or to inform the executive branch prior to the opening, closure or continuance of an investigation or prosecution; or any authority of the executive branch to direct the opening, closure or continuance of an investigation or prosecution. Please include or provide exact references to all relevant documentation (e.g. legislation, regulations, court decisions, interpretative notes or commentaries, guidelines, or policy directives).
32. Please provide information on specific measures taken by your authorities to ensure that:
 - a. Investigations and prosecutions of the bribery of foreign public officials are not influenced by considerations of national economic interest, the potential effect upon relations with another State or the identity of the natural or legal persons involved;
 - b. Credible factual allegations of bribery of foreign public officials are seriously investigated and assessed by the competent authorities; and
 - c. Adequate resources have been provided to law enforcement authorities to permit effective investigation and prosecution of bribery of foreign public officials.

6. Enforcement efforts and results

33. Please describe any changes to your legal framework (legislative, regulatory, or jurisprudential) or institutional framework (including policy statements, guidelines, directives, and protocols) which might directly or indirectly impact sanctions applicable to the foreign bribery offence, including confiscation and administrative sanctions. Please include or provide exact references to all relevant documentation (e.g. legislation, regulations, court decisions, interpretative notes or commentaries, guidelines, or policy directives).
34. Please describe any legislative or other measures taken relating to settlement procedures (e.g. plea-bargaining, deferred or non-prosecution agreements). Please indicate in particular the circumstances under which such procedures may be relied on, the procedural rules for their application, the rules on transparency of outcomes, and any measures to protect settlement procedures from the influence of Article 5 considerations.
35. Please indicate the number of foreign bribery investigations concluded through (i) court decisions and (ii) settlement procedures (e.g. plea-bargaining or other procedures such as deferred or non-prosecution agreements) as relevant. Please provide a copy of relevant court decisions or other documentation, or at least the relevant extracts concerning in particular any interpretation of the foreign bribery offence and the rationale for the imposition of sanctions or the acquittal.²²
36. Please describe sanctions applied in practice to natural and legal persons for the foreign bribery offence, per year. Please provide, if possible, information on:
- The nature (type and level) of all criminal, administrative, and civil sanctions, including indications of suspended sentences;
 - The grounds for determining the severity of the sentence (including the amount of the fine and/or term of the imprisonment, and/or other sanction, or for the non-imposition of a sanction); and
 - The application of other types of sanctions, if applicable (including, for instance, plea bargaining, deferred prosecutions, etc.). If information is available, please compare the sanctions imposed as a result of these procedures with those obtained otherwise.
37. Please describe, using the example of selected relevant cases, confiscation measures applied in foreign bribery cases. Please provide in particular information on:
- Whether confiscation measures imposed in practice concerned confiscation of the bribe or of the proceeds of bribery;
 - Whether confiscation measures were imposed against natural or legal persons;
 - If confiscation is not available under your country's laws, please explain how monetary sanctions of a comparable effect have been applied;
 - Have your authorities been able to trace the proceeds generated by commission of the foreign bribery offence? Have there been difficulties in quantifying the proceeds of bribery for the purpose of pre-trial seizure, or confiscation? If applicable, please describe the nature of such difficulties and what measures you have taken in attempting to overcome them, including practices that have worked particularly well.

²²

Such documentation should be translated into the agreed official language for the evaluation

- e. Whether confiscation of foreign bribery-related proceeds, instrumentalities and property of equivalent value is pursued as a policy objective;
 - f. Whether provisional measures (e.g., freezing or seizures) are used to prevent the flight or dissipation of asset related to foreign bribery; and
 - g. Whether specialised units exist for the purpose of tracing, quantifying and/or seeking confiscation of the proceeds of crime, including foreign bribery. If applicable, please indicate how long such units have been in place, how they are staffed, and whether the setting up of such units has had an impact on the number of confiscation measures imposed and the amount of assets confiscated (please provide figures if appropriate).
38. Please indicate whether measures were taken to permit your authorities to suspend from competition for public contracts or other public advantages (e.g. public procurement and ODA-funded contracts, export credits, etc.) companies determined to have bribed a foreign public official in the context of an international business transaction. If so, please describe the measures taken. Please also describe what steps you have taken to evaluate the effectiveness of your approach in this area.

C. RESPONSIBILITY OF LEGAL PERSONS

1. Corporate liability

39. Please describe any changes to your legal framework (legislative, regulatory, or jurisprudential) or institutional framework (including policy statements, guidelines, directives, and protocols) which might directly or indirectly impact the responsibility of legal persons for the foreign bribery offence, or the responsibility of legal persons more generally. Please include or provide exact references to all relevant documentation (e.g. legislation, regulations, court decisions, interpretative notes or commentaries, guidelines, or policy directives).
40. Please provide case examples of the application in practice of your corporate liability legislation to the bribery of a foreign public official. If this hasn't been applied in foreign bribery cases, please refer if possible to cases involving bribery of domestic officials or other similar intentional criminal offences (e.g. fraud, money laundering, or an offence(s) against anti-monopoly or anti-cartel laws). Please provide in particular information on:
- a. The types of entities that have been prosecuted (including State-owned or State-controlled enterprises), and whether these prosecutions involved only the legal person or also natural persons;
 - b. The standard of liability (e.g. vicarious liability, or liability triggered by acts of high-level managerial authority) applied;
 - c. Where a case has been brought against a natural person employed by or acting on behalf of a legal person, please explain whether an investigation or prosecution has also been initiated against the legal person. If not, please explain the reasons for this.
 - d. Whether jurisdiction has been established (or not) over legal entities operating abroad, including foreign subsidiaries of national companies or legal entities which are registered or operate in more than one jurisdiction; and

- e. Whether your corporate liability legislation has been applied to legal persons who relied on intermediaries, notably related legal persons, to engage in bribery of a foreign public official.
41. Please indicate whether legal persons may be held liable for money laundering offences where foreign bribery is the predicate offence, as defined under Article 7 of the Convention, and provide examples of the application of such liability in practice. Please also indicate whether such liability is linked to investigations or prosecutions against the natural person, in law and in practice.
42. Please indicate whether legal persons may be held liable for false accounting offences as defined under Article 8 of the Convention, and provide examples of the application of such liability in practice. Please also indicate whether such liability is linked to investigations or prosecutions against the natural person, in law and in practice.
43. Where a legal person has engaged in bribery of a foreign public official, please indicate any changes as to whether the existence of internal controls, ethics and compliance programmes or measures to prevent and detect foreign bribery may be taken into account in assessing the degree of liability of and/or in determining the appropriate sanction for the legal person. Please provide, if possible, information on:
- Whether the existence of internal controls, ethics and compliance programmes or measures to prevent and detect foreign bribery is acknowledged in legislation, or otherwise (through other measures or in practice by law enforcement authorities and/or the courts);
 - The value granted to the existence internal controls, ethics and compliance programmes or measures to prevent and detect foreign bribery (i) in law (e.g. they may be relied on as a defence or a mitigating circumstance, or their absence could constitute a presumption of guilt, etc.), and (ii) in practice in foreign bribery cases since Phase 3;
 - Whether and how the effectiveness of internal controls, ethics and compliance programmes or measures to prevent and detect foreign bribery is assessed in practice; and
 - Whether debarment decisions may be mitigated by the implementation of effective internal controls, ethics and compliance programmes or measures to prevent and detect foreign bribery.
44. Please indicate whether self-reporting / voluntary disclosure of foreign bribery by a legal person is encouraged and/or incentivised, whether in legislation, or otherwise, and provide examples in practice if applicable. Please also describe initiatives developed to incentivise or encourage cooperation by a legal person with law enforcement authorities in the course of a foreign bribery investigation.

2. Engaging with the private sector

45. Please describe actions undertaken to engage companies (especially small and medium-sized enterprises), business associations and professional associations on issues relating to the Convention and/or your country's foreign bribery law.
46. What steps has your country taken to encourage companies to adopt and develop adequate internal controls, ethics and compliance programmes or measures for the prevention and detection of bribery of foreign public officials? In particular, please describe:
- Steps taken by your country, on its own or in coordination with business associations and/or professional organisations-to encourage companies to take into account elements identified in

-
- the Good Practice Guidance on Internal Controls, Ethics and Compliance (Annex 2 to the 2009 Anti-Bribery Recommendation);
- b. Steps to encourage companies to make statements in their annual reports or otherwise publicly disclose (e.g. in annual reports, on their web sites, or otherwise) their internal controls, ethics and compliance programmes or measures, including those which contribute to preventing and detecting foreign bribery;
 - c. Steps taken by your country, on its own or in coordination with business associations and/or professional organisations, with respect to the issues above in particular as concerns small and medium-sized enterprises.
 - d. Steps taken to encourage companies to provide mechanisms for communication by and protection of persons not willing to violate professional standards or ethics, as well as for persons willing to report in good faith and on reasonable grounds suspected breaches of the law or professional standards or ethics. Please also indicate what steps have been taken to encourage companies to take appropriate action based on such reporting.
47. Please describe any steps taken to encourage or require your government agencies in charge of disbursing public monies to consider the existence of internal controls, ethics and compliances systems or measures relating to foreign bribery in their decisions to grant public advantages (e.g. public subsidies, export credits, public licences, public procurement and ODA-funded contracts, etc.).
48. Please describe any steps taken to assist your companies confronted with bribe solicitation abroad. If available, please describe positive experiences in this respect, and/or challenges and how these were overcome.

ANNEX 3

Phase 4 evaluation of [evaluated country]: Letter to WGB countries on international cooperation and main challenges and achievements in relation to foreign bribery

To all members of the Working Group on Bribery,

You are invited to notify the WGB Secretariat at [e-mail] of any issues that you would like to see raised and discussed during the Working Group on Bribery's assessment of [evaluated country] regarding: (1) the main challenges and achievements of [evaluated country] in fighting foreign bribery; and (2) your jurisdiction's experience concerning international cooperation in relation to foreign bribery cases with [evaluated country].

1. Challenges and achievements

Delegations are invited to provide any comments that they may have relating to [evaluated country] that will assist the evaluation team to identify those challenges and achievements of [evaluated country] in fighting foreign bribery that need increased focus.

2. International cooperation

Jurisdictions are invited to provide any information relating to their international cooperation experience in relation to foreign bribery with [evaluated country], such as mutual legal assistance, extradition and other forms of cooperation, including any positive or negative experiences.

Examples of the types of information which may usefully be provided include information on experiences with mutual legal assistance and extradition, law enforcement and other criminal or administrative justice cooperation relating to foreign bribery, such as:

1. number of requests made to [evaluated country] and answered – indicate the timeliness, quality and usefulness of the responses;
2. number of requests made to [evaluated country] and refused – indicate the nature of the request and the reasons for refusal;
3. number of requests received from [evaluated country] and the quality of the request;
4. improvement or deterioration in quality of responses or response time, or quality of requests received;
5. the nature of any specific problems experienced, including details of the case such as offence(s) or other inquiry, type and date of request; date of request and time period for responding;
6. requests relating to access to financial information and the outcome of such requests;
7. requests relating to legal persons, particularly where your jurisdiction has an administrative system for liability of legal persons, and any difficulty in obtaining assistance;
8. cooperation with the administrative authorities of [evaluated country] where [evaluated country] has an administrative system for liability of legal persons, and whether this presented any difficulty in obtaining assistance.

ANNEX 4

Phase 4 Report Outline

[COUNTRY]: PHASE 4

REPORT ON THE IMPLEMENTATION OF THE CONVENTION ON COMBATING BRIBERY OF FOREIGN PUBLIC OFFICIALS IN INTERNATIONAL BUSINESS TRANSACTIONS AND RELATED ANTI-BRIBERY INSTRUMENTS

EXECUTIVE SUMMARY

The executive summary will be approximately one page, and will be organised as follows:

- *The first paragraph will be a standard paragraph, outlining the purpose and scope of the Phase 4 evaluation.*
- *Two to three paragraphs will outline main areas for improvement and highlight the most important recommendations. Significant legislative or institutional changes might also be referred to.*
- *The following paragraph will outline the main positive features of the report. The order of the critical and positive paragraphs may be reversed, depending upon the decision of the Working Group, but the general rule should be to have the critical features appear first in the draft to be presented to the Group.*
- *The last paragraph will summarise the goal and procedure of the Phase 4 evaluation mechanism.*

INTRODUCTION

The Introduction will include a description of the scope of Phase 4 and present the report outline. It will also provide a description of the Phase 4 on-site visit as well as the country-specific monitoring steps leading to Phase 4. The Introduction will also provide a brief economic background of the country and a summary of cases involving the bribery of foreign public officials since Phase 3.

The following sections (A, B, and C) of the report will consider the approach of [Country X] to the key horizontal issues identified by the Working Group for the evaluation of all Parties subject to Phase 4. Where applicable, consideration will also be given to country-specific issues arising from progress made by [Country X] on weaknesses identified in Phase 3, or issues raised by changes in the domestic legislation or institutional framework of [Country X]. For each topic, good practices and particular challenges will be presented, based on laws, cases and other practices implementing the Convention and related anti-bribery instruments. Information and analysis will be based on the Phase 4 questionnaires, the on-site visit, and/or independent research undertaken by the evaluation team.

A. DETECTION OF THE FOREIGN BRIBERY OFFENCE

This section will cover good practices and particular challenges relating to detection of foreign bribery through different sources including, inter alia:

- *Domestic authorities;*
- *Foreign authorities;*
- *The private sector;*
- *Whistleblowers; and*
- *Media.*

B. ENFORCEMENT OF THE FOREIGN BRIBERY OFFENCE

This section will cover good practices and particular challenges relating to enforcement of the foreign bribery offence including as concerns, inter alia:

- *Law enforcement resources and expertise;*
- *International cooperation;*
- *Article 5 considerations; and*
- *Enforcement results.*

C. RESPONSIBILITY OF LEGAL PERSONS

This section will cover good practices and particular challenges relating to legal persons including as concerns, inter alia:

- *Corporate liability; and*
- *Engagement with the private sector.*

D. OTHER ISSUES

Outstanding recommendations or follow-up issues from Phase 3, as well as any legislative or institutional changes which do not fit under A, B or C above can be addressed separately here (and under additional sections as appropriate).

CONCLUSION: RECOMMENDATIONS AND ISSUES FOR FOLLOW-UP

ANNEX 5

Guidance on the Conduct of Meetings Surrounding the Adoption of Evaluation Reports and Consideration of Written Follow-up Reports

With a view to achieving equal treatment amongst all Parties, this Annex sets out guidance on the conduct of meetings leading up to the adoption of Phase 4 evaluation reports, and consideration of written follow-up reports.

CONDUCT OF MEETINGS FOR THE ADOPTION OF EVALUATION REPORTS

Meetings preparatory to the Working Group's consideration of the draft report

Prior to the discussion of the draft report by the Working Group, preparatory meetings will be held at the OECD (see part B(6)(b) of this Note).

Discussions should aim to achieve the timeframes suggested below:

- 1 hour (in principle): The Secretariat will meet with the lead examiners to discuss any outstanding issues in the draft report, including the draft commentaries of the lead examiners.
- 2 hours (in principle): The Secretariat and lead examiners will then meet with the evaluated country to review outstanding issues in the draft report and the commentaries of the lead examiners. This meeting will be focused on the main points of disagreement between the lead examiners and evaluated country, and will not involve discussion of technical drafting issues.

First reading in the Working Group

The first reading by the Working Group will involve a review and debate of the draft report, focusing on the substance of the draft report and the commentaries of the lead examiners (see part B(6)(d) of this Note). The first reading should aim to achieve the timeframes suggested below:

- 15 minutes: The *lead examiners* will present a summary of the following regarding the evaluated country:
 - The on-site visit.
 - Main unresolved concerns about the implementation of the Convention and Revised Recommendation.
 - Major issues that have been resolved to their satisfaction.
 - Places where the draft report and commentaries have been amended as a result of discussions in the preparatory meeting.
- 15 minutes: The *evaluated country* will respond to the concerns of the lead examiners.
- 1 hour 30 minutes – 2 hours: The *Working Group* will have the opportunity to react to the draft report and presentations of the lead examiners and the evaluated country. Working Group members should indicate where they agree and disagree with the concerns of the lead examiners,

and may raise other issues of concern or interest that may have been overlooked in the report. The Working Group may also propose and agree upon changes to parts of the draft report where necessary. This part of the first reading will be conducted as an open debate, and must afford the evaluated country and the lead examiners adequate opportunity to respond to queries and comments by the Working Group.

Break-away sessions

Following the first reading in the Working Group, break-away sessions will be held for the purpose of revising the report; making any consequential changes to the draft recommendations, executive summary; and formulating a draft OECD press release (see part B(6)(e) of this Note). Discussions should aim to achieve the timeframes suggested below:

- 1 hour (in principle): The Secretariat will meet with the lead examiners to formulate a draft press release to be presented at the second reading in the Working Group. In drafting the press release, input should be obtained from the OECD Media Division. The lead examiners and the Secretariat will also revise the draft report and make any consequential changes to the draft executive summary, recommendations and issues for follow-up on the basis of the discussion in the Working Group.
- 1 hour (in principle): The Secretariat, lead examiners and evaluated country will meet once the evaluated country has had an opportunity to review the draft press release and the other revised documents to hear the country's reaction to them and to discuss any outstanding issues.
- 30 minutes: Where necessary the Secretariat, lead examiners and evaluated country will meet again prior to the second reading in the Working Group to ensure that the revised draft report, recommendations, executive summary, and press release are ready to be circulated in the Working Group.

Second reading in the Working Group

A second reading will consider the draft press release, the revised draft recommendations and executive summary, and any remaining disagreement on the draft report (see part B(6)(f) of this Note). The second reading should aim to achieve the timeframes suggested below:

- 15 minutes: The *lead examiners* will present the draft press release and the revised report, recommendations, and executive summary to the Working Group. The lead examiners will indicate the areas where disagreement on the revised documents remains between the lead examiners and the evaluated country.
- 15 minutes: The *evaluated country* will be given the opportunity to respond to the draft press release and the revised documents.
- 1 hour – 1 hour 30 minutes: The *Working Group* will discuss and debate the revised report and matters raised in the second reading by the lead examiners and evaluated country, affording them adequate opportunity to respond to comments by the Working Group. The Working Group will:
 - Finally adopt a comprehensive set of recommendations identifying areas for (i) action by the evaluated country, and (ii) follow-up by the Working Group.

- Determine whether the evaluated country should be required to undergo any additional reports on any specific recommendation(s) or follow-up issue(s).
- Agree on the executive summary of the report.
- Consider the draft press release and, where appropriate, make suggestions concerning any desired amendment of the press release.
- Consider, as appropriate, the need to hold a related press conference following the adoption of the draft report.
- The Working Group may also agree upon changes to the draft report where necessary.

Further break-away sessions

Following the second reading (see part B(6)(g) of this Note):

- 1 hour (in principle): The Secretariat will meet with the lead examiners to review the revised draft report, including the recommendations, the executive summary, as well as the draft press release, in order to check that they reflect the Working Group discussions.
- 30 minutes (in principle): Where necessary, the Secretariat, the lead examiners and the evaluated country will meet again prior to the third reading in the Working Group to ensure that the draft report, recommendations, executive summary, and press release are ready to be circulated to the Working Group for the third reading.

Third reading in the Working Group

The third reading, of 15 minutes, should proceed as follows (see part B(6)(h) of this Note):

- 5 minutes: The *lead examiners* will present any major changes made in the revised version of the report (including the recommendations and the executive summary) and the press release.
- 5 minutes: The *evaluated country* will be given an opportunity to respond.
- 5 minutes: The *Chair* will propose adoption of the Phase 3 evaluation report, and the press release.

CONDUCT OF MEETINGS FOR WRITTEN FOLLOW-UP REPORTS

Meeting preparatory to the presentation of written follow-up reports

Prior to the Working Group meeting, preparatory meetings will be held at the OECD (see part C(1)(b) of this Note). Discussions should aim to achieve the timeframes suggested below:

- 30–45 minutes: The Secretariat will meet with the lead examiners to discuss outstanding issues, including preliminary views as to whether the Phase 4 recommendations have been implemented, partially implemented, or not implemented.

- 1 hour: The Secretariat and lead examiners will then meet with the evaluated country. The lead examiners will explain their preliminary views as set out in the evaluation team's preliminary summary and conclusions. While these views will not be open to debate, the evaluated country will be given an opportunity to comment on the preliminary conclusions, or provide further information or materials relevant to these.
- 15 – 30 minutes: Where necessary, the Secretariat and lead examiners may meet again to revise the preliminary summary and conclusions document and ensure that the lead examiners are ready to present their views to the Working Group in plenary.

Evaluation in the Working Group

The Working Group will consider the preliminary summary and conclusions and the evaluated country's written follow up report for the purpose of determining whether the Phase 4 recommendations have been implemented, partially implemented, or not implemented (see part C(1)(c) of this Note). The evaluation should aim to achieve the timeframes suggested below:

- 10 minutes: The *lead examiners* will present a summary of their preliminary views as to whether the Phase 4 recommendations have been implemented, partially implemented, or not implemented.
- 10 minutes: The *evaluated country* will respond to the concerns of the lead examiners.
- 40 minutes: The *Working Group* will have an opportunity to react to the presentations, to discuss the status of the Phase 4 recommendations and follow-up issues. The Group will decide by "consensus minus one" whether the Phase 4 recommendations have been implemented, partially implemented, or not implemented. The Working Group will consider the preliminary summary and conclusions document prepared by the Secretariat with the lead examiners (see part C(1)(c) of this Note) to confirm its contents and to determine whether further steps are required on account of any failure to implement core recommendations.

ANNEX 6**Template for Written Follow-up to Phase 4****Instructions**

This document seeks to obtain information on the progress each participating country has made in implementing the recommendations of its Phase 4 evaluation report. Countries are asked to answer all recommendations as completely as possible. Further details concerning the written follow-up process is in the Phase 4 Monitoring Guide (part C(1)).

Please submit completed answers to the Secretariat on or before

Name of country:

Date of approval of Phase 4 evaluation report:

Date of information:

Part I: Recommendations for Action

Regarding Part I, responses to the first question should reflect the current situation in your country, not any future or desired situation or a situation based on conditions which have not yet been met. For each recommendation, separate space has been allocated for describing future situations or policy intentions.

Text of recommendation 1:

[For the sake of convenience and for practical reasons, the Secretariat will send the template including the text of all the Recommendations].

Action taken as of the date of the follow-up report to implement this recommendation:

If no action has been taken to implement recommendation 1, please specify in the space below the measures you intend to take to comply with the recommendation and the timing of such measures or the reasons why no action will be taken:

Part II: Issues for Follow-up by the Working Group

Regarding Part II, the evaluated country is invited to provide information only with regard to follow-up issues where there have been relevant developments since the adoption of the Phase 4 report, or where follow-up issues have been specifically identified by the lead examiners. Please describe/include any new case law, legislative, administrative, doctrinal or other relevant developments since the adoption of the report. Please provide relevant statistics as appropriate.

[For the sake of convenience and for practical reasons, the Secretariat will send the template including the text of the follow-up issues].

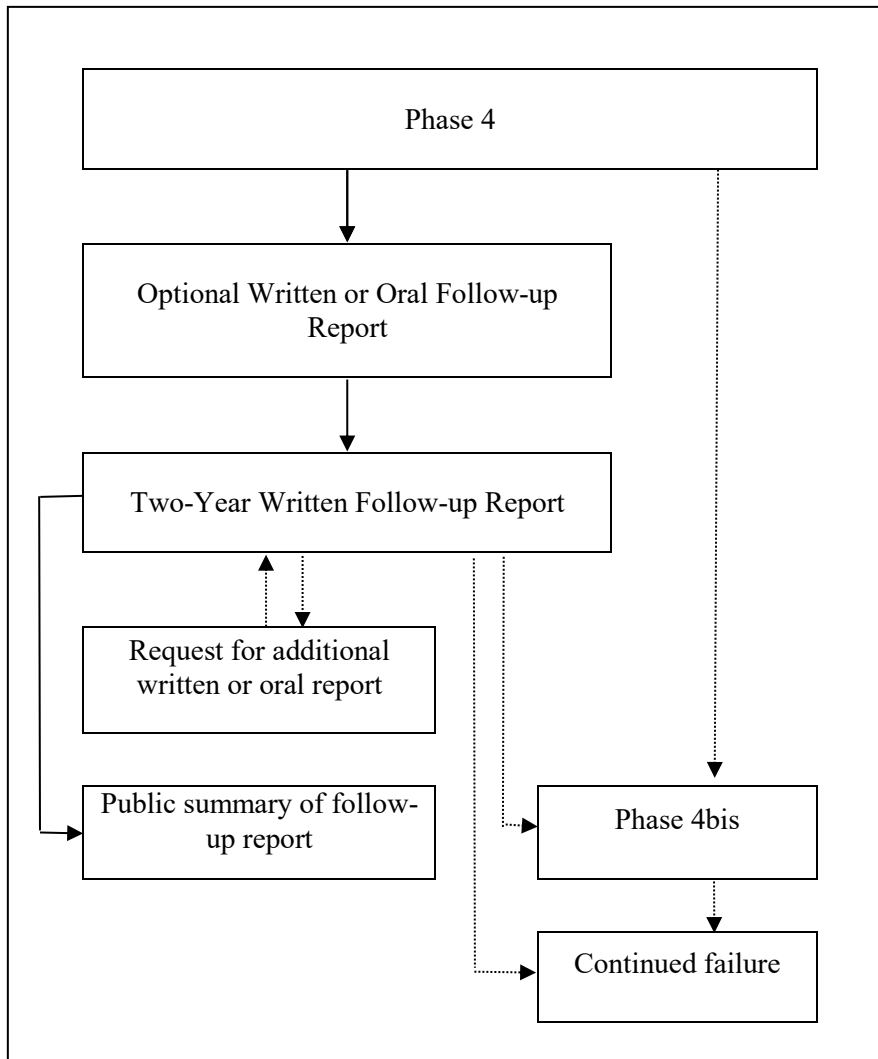
Text of issue for follow-up:

Part III: Dissemination of Evaluation Report

Please describe the efforts taken to publicise and disseminate the Phase 4 evaluation report:

ANNEX 7

Diagram of Phase 4 Evaluations, Phase 4 Follow-up Reports, and Phase 4bis Evaluations



ANNEX 8

**Phase 4 Two-Year Written Follow-Up Report
Timetable Template**

Stages	Week	Action	Time until next step
1.	0	Send template for Phase 4 two-year written follow-up report to evaluated country	4 weeks
2.	4	Written two-year written follow-up report by evaluated country due	4 weeks
		Analysis of replies and preparation of preliminary summary and conclusions by the evaluation team (Secretariat + lead examiners)	
3.	8	Preliminary summary and conclusions to evaluated country for review	2 weeks
4.	10	Comments from evaluated country due: <ul style="list-style-type: none"> • Incorporation of corrections • Liaison between Secretariat, evaluated country, and lead examiners • Revision (if necessary) 	2 weeks
5.	12	Circulation of draft summary and conclusions to the WGB	2 weeks
6.	14	Working Group on Bribery evaluation (WGB meeting)	
7.		Publication of WGB summary and conclusions and two-year written follow-up report.	As soon as possible