

CPTPP Labour Chapter – Guidelines for Public Submissions

1. Background

The CPTPP's Labour chapter requires New Zealand to designate a contact point to address matters related to the chapter and undertake other roles specified within the chapter (Article 19.13).

Amongst other things, the contact point is responsible for the receipt, consideration of, and response to any submissions made from persons of a Party to the CPTPP on matters related to the Chapter (Article 19.9).

These Guidelines set out procedures and criteria for the submission, acceptance and consideration of public submissions by the New Zealand contact point.

2. Contact point

The New Zealand contact point for the CPTPP Labour Chapter is located in the Ministry of Business, Innovation and Employment as follows:

International Labour Policy Team
Labour & Immigration Policy Branch
Ministry of Business, Innovation & Employment
15 Stout Street, PO Box 1473,
Wellington 6140, New Zealand

Email: CPTPPLabour@mbie.govt.nz

3. Making submissions

Any person of a Party to the CPTPP may file a submission on any matter regarding the Labour chapter.

Submissions must:

- be in writing and in English, and be filed by electronic e-mail transmission, hand delivery, or mail delivery to the contact point. A hard copy submission must be accompanied by an electronic version (including attachments) unless this is not practicable;
- identify clearly the person or organisation filing the submission (including the name, title, address, telephone number, and email address of the submitter) and be signed and dated;
- concern an issue directly relevant to the Chapter, and explain the specific nature of the issue the submitter requests to be considered and how it is related to the Chapter, in particular whether the matters concern another Party's commitments or obligations under the Labour Chapter, noting the particular commitment or obligation;

- explain, to the extent possible, how and to what extent the issue(s) raised affects trade or investment between New Zealand and the CPTPP Parties;
- indicate, if relevant, whether:
 - relief has been sought under the domestic laws of another Party and, if so, the status of such proceedings;
 - the matters referenced in the submission have been addressed by or are pending before an international body; and
- include any relevant supporting information.

4. Receipt and acceptance of submissions

The contact point will promptly acknowledge receipt of the submission and, where relevant, inform the contact point of any Party referred to in the submission.

The contact point will assess the submission and decide whether to accept it for consideration normally within 30 days of receipt of the submission unless circumstances require an extension of time. During this time the contact point may communicate with the submitter and request additional information or clarification necessary to consider the substance of the submission.

Submissions will only be accepted if they are determined to meet the criteria set out in section 3 above.

If the contact point accepts the submission, it will promptly notify the submitter and the contact points of other Parties in writing. The contact point will also publicly notify the decision to accept the submission. If the submission is deemed to not meet the criteria set out above it will be declined and the contact point will provide written notification, including the reasons for the decision, to the submitter and the contact points of other Parties. The contact point will also publicly notify this decision.

5. Consideration and outcome of submissions

Once a submission is accepted, the contact point will assess the submission and report on the issues raised. During this process the contact point may request additional information from the submitter and, as appropriate, may consult with the contact point of a relevant Party. The outcome of the contact point's assessment of the submission will normally be made available to the submitter, other CPTPP Parties and the public within 180 days from the date the submission was accepted for review, unless circumstances warrant that this timeframe should be extended.