

## **Guidelines for submission of contributions**

Interested parties are invited to submit written comments by **31 August 2012**, using the following email address and clearly stating the identity of the contributor (i.e. country; name and surname in the case of contributions from individuals, or name of organisation in the case of contributions on behalf of an organisation):

[Norovirus\\_public\\_consultation@ecdc.europa.eu](mailto:Norovirus_public_consultation@ecdc.europa.eu)

Contributors are kindly asked to mention the respective line and page numbers of the document to which their comment(s) refer to.

Please note that certain limitations apply in the submissions of contributions, in order to ensure quality and the uninhibited progression of the process.

In particular, a contribution **shall not be considered** if at least one of the following applies:

- **Does not clearly state the identity of the contributor (i.e. name and surname in the case of contributions from individuals, or name of organisation in the case of contributions on behalf of an organisation)**
- **Is not related to the contents of the relevant ECDC document.**
- **Contains complaints against institutions, personal accusations, irrelevant or offensive statements or material.**
- **Is related to any policy or risk management aspect, which is out of the scope of ECDC's mandate.**
- **Is submitted after the given deadline.**
- **Is submitted in any form other than what is provided for in the instructions of every consultation.**

ECDC will assess all comments from interested parties which are submitted in line with the criteria listed above. The comments will be further considered by the relevant ECDC working group who will decide if and how each of the contributions should be taken into account in the formulation of the final opinion.

Received contributions, together with the identity of the contributor (i.e. country; name and surname in the case of contributions from individuals, or name of organisation in the case of contributions on behalf of an organisation) will be published on the internet, unless the contributor objects to publication of the personal data on the grounds that such publication would harm his or her legitimate interests. Should the objection be considered to be based on legitimate grounds, the contribution will be published in anonymous form. Should the

objection be considered not to be based on legitimate grounds, the contribution will not be published nor will its content be taken into account. Any objections concerning publication of personal data should be sent to the support team responsible for the consultation, using the email address mentioned above.

For more information on the processing of your personal data in the context of this consultation, read the specific [Privacy Statement](#).