

## **Guidelines for submission of contributions to the call for information by the non-food Scientific Committees<sup>1</sup>**

If you wish to submit information, please read carefully the following information on the objectives, conditions, and follow up procedure of the call:

### **Objectives:**

The report to be prepared by an independent Scientific Committee deals exclusively with scientific risk assessment aspects. The objective of the call is to ensure that all relevant scientific information as specified in the call is available to the Scientific Committee for its assessment.

### **Terms and conditions:**

In general, only submissions directly referring to the call will be considered. Any document referred to shall be attached to the e-mail in an appropriate electronic form. All relevant material as specified in the scope of the call should be made available directly with the submission of the contribution. No researching of referenced documents or websites will be carried out. Please include your name, title, organization, postal address, telephone number and e-mail address in the text of your e-mail. It should be noted that a submission will not under any circumstances be considered if:

- It is submitted after the deadline.
- It does not correspond to the scope and format specified in the call and in these guidelines.

### **Follow up to be given to submissions:**

- An automatic system to acknowledge receipt is foreseen but no further individual reply will be made.
- In particular, there will be no further correspondence concerning submissions not complying with the criteria set out above.
- The Scientific Committee will consider all the relevant submissions related to the scope of the call for information and will decide if and in what way they should be taken into account in the formulation of the final opinion.
- It is not intended to provide any separate document on the call, the participation in it or a summary of the submissions received.

The Commission is committed to data protection rules as established by Regulation (EC) 45/2001<sup>2</sup>.

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<sup>1</sup> Two 'non-food' Scientific Committees in the field of public health, consumer safety and the environment, established by Commission Decision of 7.8.2015, namely: the "Scientific Committee on Consumer Safety" (SCCS) and the "Scientific Committee on Health, Environmental and Emerging Risks" (SCHEER).

<sup>2</sup> Regulation (EC) 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data