

CHECKLIST FOR LAUNCHING AN OPEN PUBLIC CONSULTATION

Requirements for launching an open public consultation

Please ensure that the following conditions are met as otherwise your public consultation cannot be launched!

I. Political validation of the underlying initiative

Make sure that the underlying initiative has been (politically) validated, including a valid Agenda Planning entry in status 'planned', where required.¹

II. Approval of consultation strategy and consultation documents / questionnaires

- For those initiatives **supported by an Inter Service Group (ISG)**, the draft consultation strategy and documents/questionnaires have to be approved by the ISG.
- For major initiatives **not supported by an ISG**, services have to consult associated DG's where relevant and send the draft consultation strategies and documents/questionnaires to the functional mailbox SG STAKEHOLDER CONSULTATION (SG-STAKEHOLDER-CONSULTATION@ec.europa.eu) for approval at least 2 weeks before the planned launch of the consultation.

Please make sure that you have fulfilled all requirements under I. and II. *before* proceeding and sending any requests for the publication of your public consultation on 'Your Voice in Europe'.

III. Publication on 'Your Voice in Europe'

- Requests for publications have to be sent to the functional mailbox SG STAKEHOLDER CONSULTATION (SG-STAKEHOLDER-CONSULTATION@ec.europa.eu).
- Requests for publication on 'Your Voice in Europe' must be sent **at least three working days prior to the envisaged publication date**. Any missing documents/information/validation may delay publication!
- The public consultation is formally launched and the 12 weeks deadline initiated from the date of publication on 'Your Voice in Europe'.
- **No public consultation should be launched via the DG's website prior to publication on 'Your Voice in Europe'**. The consultation page on the DG's website should be activated start of business the day of publication on Your Voice in Europe

Documents/information required for publication:

1. The **Agenda Planning number** of the underlying initiative, if applicable.

¹ For more details please refer to the note from the Secretary General to DGs, Ares(2016)2469219.

2. Information about whether an **Inter Service Group exists** and if / when the consultation documents have been approved by such ISG.
3. **The title of the consultation translated into all 24 official EU languages.** Please note that we cannot accept titles which are ALL UPPER CASE or which are incomplete or corrupted. Please send us these translations in **one single word document** with each title below its corresponding language code. Please use the following format for the title: "Public consultation on" followed by a short, meaningful title of the underlying initiative.
4. **The URL to the consultation page** on your website, including information in which languages this page will be available. Since the consultations listing will be kept indefinitely, please make sure that this page also remains accessible after the consultation period is over.

The **DG-URL can be activated** by the DG **as of start of business of the launch date** indicated in the request to 'SG STAKEHOLDER CONSULTATION'.

5. The **policy area** of the consultation as stated in the list enclosed:
http://ec.europa.eu/yourvoice/consultations/links/index_en.htm.
6. **The opening and closing dates of your consultation.** Note that the minimum consultation period is 12 calendar weeks. If the consultation overlaps with a holiday period, the duration of the consultation should be extended.
Only the publication on 'Your Voice in Europe' formally launches the public consultation and thus the 12 weeks deadline. No public consultation should be launched via the DGs' websites prior to publication on Your Voice in Europe.

IV. **Links:**

Better Regulation guidelines: http://ec.europa.eu/smart-regulation/guidelines/index_en.htm

Better Regulation Toolbox: http://ec.europa.eu/smart-regulation/guidelines/toc_tool_en.htm

Intracomm: https://myintracomm.ec.europa.eu/sg/better_regulation/Pages/consultation.aspx

V. **Contact:**

SG-STAKEHOLDER-CONSULTATION@ec.europa.eu

This functional mailbox should be used for:

- requests for the launch of open public consultations on 'Your Voice in Europe'
- requests for methodological support and advice on all questions concerning stakeholder consultation (e.g. consultation documents, questionnaires, other consultation tools, analysis of contributions, synopsis report of consultations results, etc.)
- requests for scrutiny of consultation documents in the absence of an Inter Service Group.