

## Consultations Policy

The overall objectives of the policy are to use best endeavours to: 1) ensure that SoBRA speaks with one voice on relevant consultations, via the Executive Committee; 2) ensure that any consultation response reflects, as far as possible, the wider SoBRA membership and SoBRA's objectives; and 3) ensure that a majority of the Executive Committee support both the preparation of a response and the content of any submission.

To that end, the following steps should be taken for each consultation:

1. At least one member of the Executive Committee (EC) brings the consultation to the attention of the rest of the committee.
2. EC votes on whether to proceed with a SoBRA response. Majority needed.
3. One EC member agrees to "sponsor" the consultation response and takes responsibility for its preparation in line with this policy.
4. Timescale is agreed, with milestones.
5. Wider membership is informed and invited to contribute comments (by a certain date). Pro forma questions could be used to assist this process, as could an online survey or even a conference/meeting (or part thereof).
6. Sponsor assimilates the comments from SoBRA members and drafts a suitable Draft Response (incorporating their own views, as appropriate).
7. Sponsor circulates the Draft Response to the whole EC for review and comment (along with SoBRA member comments, on request).
8. Sponsor incorporates the EC's comments into a "Final Draft Response" and circulates to EC.
9. EC votes on "Final Draft Response", with opportunity for any minor amendments (majority needed).
10. Secretary issues "Final Response" (and emails it to members?).
11. Secretary deals with any further correspondence, in consultation with the Sponsor and EC, as appropriate.