



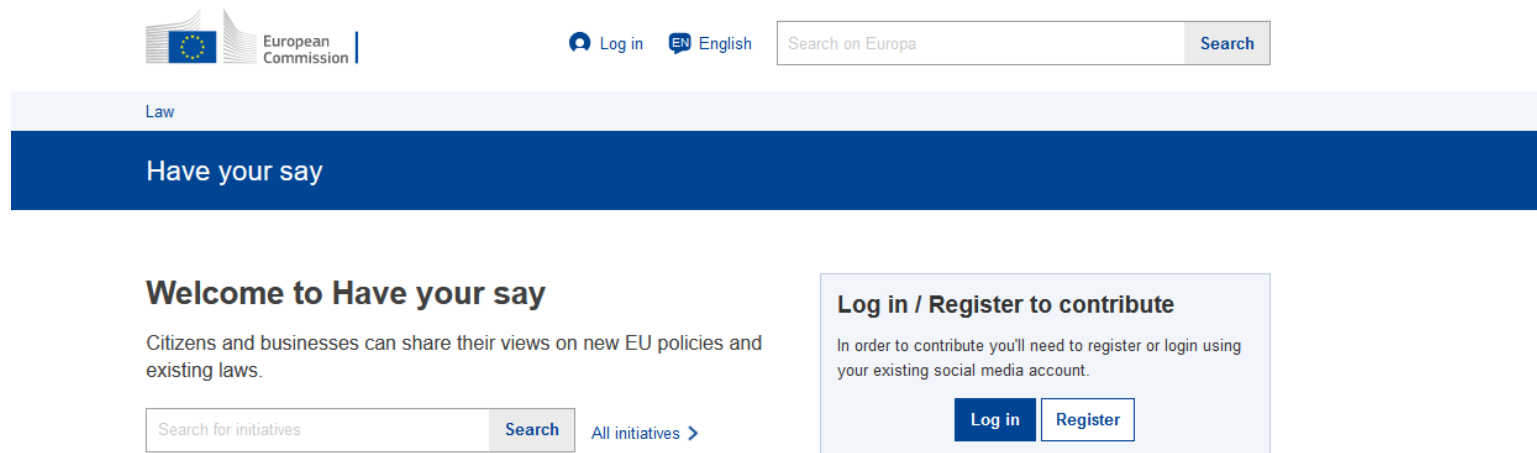
How to respond to an EU consultation?

A guide in 4 quick steps

Step 1: Find the consultation

All consultations are **online** and can be found through the “**Have Your Say**” portal:

https://ec.europa.eu/info/law/better-regulation/have-your-say_en



The screenshot shows the top navigation bar of the 'Have your say' portal. On the left is the European Commission logo. In the center, there are links for 'Log in' and 'English', and a search box labeled 'Search on Europa' with a 'Search' button. Below the navigation bar is a dark blue header with the text 'Have your say'. The main content area is divided into two columns. The left column is titled 'Welcome to Have your say' and contains the text 'Citizens and businesses can share their views on new EU policies and existing laws.' Below this is a search box labeled 'Search for initiatives' with a 'Search' button and a link 'All initiatives >'. The right column is titled 'Log in / Register to contribute' and contains the text 'In order to contribute you'll need to register or login using your existing social media account.' Below this are two buttons: 'Log in' and 'Register'.

OR: You can follow the **direct link** to a consultation that you have received.



Step 2: Enter the consultation

Once on the consultation page, **scroll down** and click on:
“Respond to the questionnaire >”

Responding to the questionnaire

You can contribute to this consultation by filling in the online questionnaire. If you are unable to use the online questionnaire, please contact us using the email address below.

Questionnaires are available in some or all official EU languages. You can submit your responses in any official EU language.

For reasons of transparency, organisations and businesses taking part in public consultations are asked to register in the [EU's Transparency Register](#).

In order to contribute you'll need to register or login using your existing social media account.

Respond to the questionnaire >

Personal data and privacy statement

The European Union is committed to protecting your personal data and to respecting your privacy. When carrying out public consultations we adhere to the policy on 'protection of individuals with regard to the processing of personal data by the Community institutions', based on [Regulation \(EU\) 2018/1725](#) on processing of personal data by the EU institutions.

Further information on the [protection of your personal data](#)



Step 3: Login

1. **If** you have previously responded to a consultation, you only have to **login with your email**. Use the verification method that suits you the best.
2. **If** you have not responded to a consultation before, you can easily **create an account** by pressing “**Create an account**”.
3. **You** can also login with **Facebook, Twitter and Google**. This is generally the quickest way since you do not have to create a password.


EUSurvey requires you to authenticate


Sign in to continue


Enter your e-mail address or unique identifier


[Create an account](#) [Next >](#)

Or



 [Sign in with your eID](#)

 [Sign in with Facebook](#)

 [Sign in with Twitter](#)

 [Sign in with Google](#)

Easy, fast and secure: download the EU Login app



Step 4: Ready to go!

You are now **ready to give your input!**

Some **personal data** will be requested first.

In most cases, you can also choose the **language** of your contribution.

About you


* Language of my contribution

* I am giving my contribution as

* First name

* Surname

* Email (this won't be published)

* Country of origin 

The Commission will publish all contributions to this public consultation. You can choose whether you would prefer to have your details published or to remain anonymous when your contribution is published. **For the purpose of transparency, the type of respondent (for example, 'business association', 'consumer association', 'EU citizen') country of origin, organisation name and size, and its transparency register number, are always published. Your e-mail address will never be published.** Opt in to select the privacy option that best suits you. Privacy options default based on the type of respondent selected

*

I agree with the [personal data protection provisions](#)



What type of consultation?

There are **two main types** of EU public consultations, launched by the European Commission:

- **Stage 1: “Road Map”** – offers the opportunity to reflect on a policy initiative adding **free text** and with the possibility to **upload a document** (e.g. position paper).
- **Stage 2: “Public consultation”** – offers the opportunity to highlight priorities for a policy initiative through **tick-box questions**, with some limited opportunity for adding **free text** and with the option to **upload a document** (e.g. position paper).





**Do not hesitate
to contact for
any questions.**

<https://epha.org/>

Acknowledgment: this document is
based on a guideline prepared by
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