

Submission guidelines

Any organisation or individual can send a written submission to an Oireachtas committee at any time.

From time to time a committee may invite submissions from the public on a particular matter it is considering. The committee typically holds meetings with interested people or organisations which may include members of the public, Government Ministers and public servants. After examining the matter, the committee usually produces a report outlining its findings and recommendations.

If you would like to send a submission, first identify the committee responsible for the issue you are addressing. You should email your submission to the clerk of the relevant committee.

Your submission should be in MSWord, or equivalent, format. Please provide your full contact details. Anonymous submissions cannot be accepted.

Some further points to remember:

- A committee cannot consider submissions that deal with individual cases.
- A committee will consider any suitable written submission and may decide to invite a number of contributors to a public meeting.
- A committee is not obliged to accept any document once it has been submitted, nor is it obliged to publish any or all of a submission if it is accepted by the committee.
- Unless indicated otherwise, it will be assumed that those submitting written evidence have no objections to it being made public by the committee.
- The Houses of the Oireachtas will not publish information which it considers to be personal data.