



**Tithe an
Oireachtais
Houses of the
Oireachtas**

Guidance Note: Writing and Making Submissions to Oireachtas Committees

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Introduction

If you have been invited to attend an Oireachtas Committee meeting as a witness and have been asked to make a submission as part of that process, please visit our [Appearing Before a Committee](#) page.

If you wish to make a submission to a Committee as part of a public consultation undertaken by a Committee in relation to a specific matter, please visit our Oireachtas Committees [Public Consultations](#) page.

If you wish to correspond with or make a submission to an Oireachtas Committee in relation to any other matter, please read this guidance.

How do I contact a Committee?

Your point of contact with a Committee is the Clerk to the Committee (the Committee Clerk). The Committee Clerk is the main adviser to the Chair and members of the Committee. All documents and correspondence for the Committee should be addressed to the Committee Clerk. Individual Committee contact details are available on the Oireachtas website. Here is the link to the Committees pages: www.oireachtas.ie/en/committees. When the Committee page opens, simply select the Committee in which you have an interest in the “Find a Committee panel” on the right-hand side and press “go”. You will find Committee contact details on the relevant Committee’s page.

How do I make a submission to a Committee?

A submission to a Committee may be made in the form of a single email/letter. Members of the public or organisations can correspond in this way in order to raise a specific matter with a Committee or draw its attention to an issue of interest or concern.

Larger submissions are usually made by including both a **submission document** and a **separate covering letter**. The submission document provides briefing material, facts and information (evidence) for consideration by a Committee. Keeping personal information in a separate covering letter facilitates the publishing of a submission document, should a Committee decide to do so at some point, without revealing personal details.

What should I include in my submission?

When writing to a Committee, please include

- your name, email address and contact telephone number
- if the submission is on behalf of an organisation, your position in the organisation
- a brief outline of why you are making the submission

If sending a submission document, please include

- a brief introduction, for example, explaining your area of expertise

- any facts or information (evidence) that you have to offer from which the committee might be able to draw conclusions, or which could be put to other parties for a response
- links to any publications you refer to- there is no need to send such publications as attachments
- any recommendations to the Committee; be as specific as possible and summarise your recommendations at the end of the document
- an executive summary of the main points made in the submission in the case where your document is more than 10 pages long

Tips on writing your submission

- ✓ Keep your submission **concise** and to the point. Please do not include any unnecessary or superfluous material that does not relate directly to the topic.
- ✓ Avoid arriving at conclusions or making recommendations without indicating the supporting facts or evidence.
- ✓ If you refer to other publications, include **links** to the publications. There is no need to send them as attachments.
- ✓ Please remember to **number** your pages and it is helpful to number paragraphs also.
- ✓ Ensure your submission is in MS Word format or searchable pdf format.

Important information

- The Committee cannot consider submissions which deal with matters outside its remit.
- The Committee cannot consider submissions which deal with cases relating to individuals.
- You should not criticise or make charges against any person(s) or entity, by name or in such a way as to make him, her or it identifiable or otherwise include anything that might be regarded as damaging to the person's or entity's good name.
- You should be careful not to comment on matters currently before a court of law, or on matters in respect of which court proceedings are imminent.
- Anonymous submissions should not be submitted and are likely to be rejected by the Committee.
- Most Committees engage with public policy issues. The Committee is not a forum for making personal representations or promoting a product, service or business, and you should not attempt to do so.

Making a submission is a public process

The operations of a parliament are a public process, and you should be aware that any submissions made to a Committee including your identity may be published, in whole or in part, as part of a Committee report, or separately, if the Committee decides to do so.

Note also that the Committee reserves the right not to accept your submission, and it is not obliged to publish any part of it.

How to send your submission

Emails communications are preferred. Email an electronic document (searchable PDF or equivalent) to the Clerk of the Committee or write to him/her at the Committee's physical address.

- Submissions sent to any email address or physical address other than the Committee's email address or physical address may not be accepted.
- If making a submission electronically, please do not also send hard copies of your submission, as this may cause confusion and duplication.
- Please do not send your submission to individual committee members. The Clerk will ensure all members receive copies of correspondence and submissions.

How your submission will be dealt with

- If you make your submission by corresponding electronically with the Committee, you should expect to receive an acknowledgement of receipt within 2 working days. If corresponding by post, you should expect to receive an acknowledgement within 5 working days.
- The Committee Clerk will circulate your submission to members of the Committee in advance of a Committee meeting at which it is to be considered.
- The Committee will decide whether any further action is to be taken in relation to the submission.
- In the normal course of events you will be kept updated of any such decisions.

Attendance at a public meeting

Committees can decide to meet with any individual or group on receipt of a submission. However, it is important to note that Committees receive many requests for meetings, and they need to be sure that the topic raised with them is within remit and forms part of the Work Programme of the Committee before they agree to a meeting. It is not usually possible for Committees to meet all interested parties in the time available to them.

Usáid Gaeilge

Is beartas de chuid Sheirbhís Thithe an Oireachtais é fáilte a chur roimh úsáid na Gaeilge agus éascaíonn an tSeirbhís úsáid na Gaeilge leis an tSeirbhís.