

ICONS Guide To a Submission

The following advice is offered to assist those wishing to make a submission.

Terms of Reference

The terms of reference outline the matters to be considered by the Commission

As part of its inquiry process the Commission seeks written or electronic submissions addressing the terms of reference.

Who can make a submission?

Any individual or organisation can make a submission to the Commission.

What should be in a submission?

There is no prescribed form for a submission to the Commission. Submissions may be in the form of a letter, a short document or a substantial paper. They may include appendices and other supporting documents.

Submissions should be relevant to the terms of reference for the inquiry. They may address all or some of the points outlined in the terms of reference. Submissions may contain facts, opinions, arguments and recommendations for action.

Some of the issues to be examined are listed on page 7 of the Commissions Information Paper on International Shipping.

It will be helpful if submissions contain at the beginning, a brief summary of the main points.

How to lodge a submission

The Commission would prefer submissions to be addressed to the Chairman, ***International Commission on Shipping*** and lodged via its Website at www.icons.org.au or by E-mail to info@icons.org.au

Submissions may also be sent by post addressed to:

The Chairman International Commission on Shipping
PO Box 162 CIVIC SQUARE
CANBERRA ACT 2614
AUSTRALIA

The author should sign a written submission either on his or her own behalf, or on behalf of the organisation making the submission.

Those signing on behalf of an organisation should indicate the level at which the submission has been authorised (eg President, Chief Executive, Secretary).

A return address for correspondence and a contact telephone number should be provided with the submission to enable the Commission to contact the author if required.

It will be helpful if an electronic version of a hard copy submission is provided on computer disk as well as in hard copy form. This will assist the Commission to publish such submissions on the Internet.

Publication of submissions

An author of a submission can request that all or part of the submission should remain confidential. This should be indicated clearly in the front of written submissions.

Advice is provided on the Website of the steps to follow if authors do not wish their name to be disclosed.

Consultative Meetings

Those making submissions may be invited or may request to meet the Commission at a public or closed (in camera) meeting to clarify, add to, or elaborate on aspects of their submission.

Inquiry Information

The information on which the Commission bases its findings will include the written and electronic submissions it receives and the oral information it gathers at the public consultative meetings and hearings it will conduct during its scheduled visits.

Please do not hesitate to contact ICONS if further information is required.

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