



# How to respond to an EU consultation?

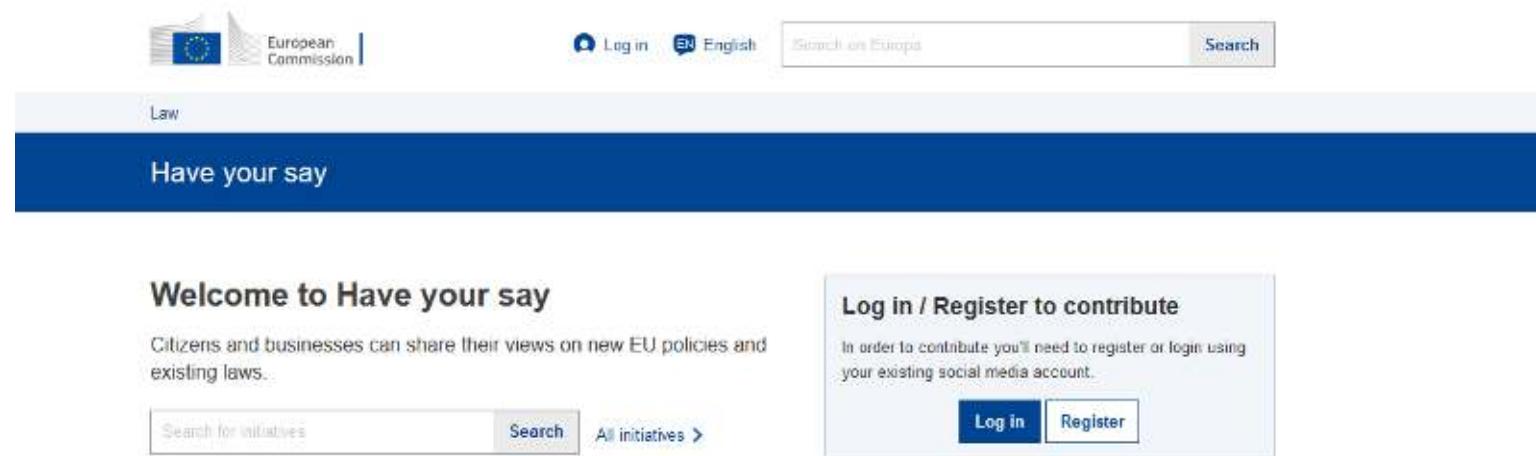
A guide in 4 quick steps



# 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](https://ec.europa.eu/info/law/better-regulation/have-your-say_en)



The screenshot shows the homepage of the 'Have your say' portal. At the top, there is a navigation bar with the European Commission logo, a 'Log in' button, a language selector set to 'English', a search bar with the placeholder 'Search on Europa', and a 'Search' button. Below the navigation bar, there is a breadcrumb trail with the text 'Law'. The main header is 'Have your say', which is highlighted with a blue background. The page content includes a 'Welcome to Have your say' section with the text: 'Citizens and businesses can share their views on new EU policies and existing laws.' It features a search bar with 'Search for initiatives' and a 'Search' button, along with a link 'All initiatives >'. To the right, there is a 'Log in / Register to contribute' box with the text: 'In order to contribute you'll need to register or login using your existing social media account.' It contains 'Log in' and 'Register' buttons. The overall layout is clean and modern, using a white background with blue and grey accents.

**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

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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

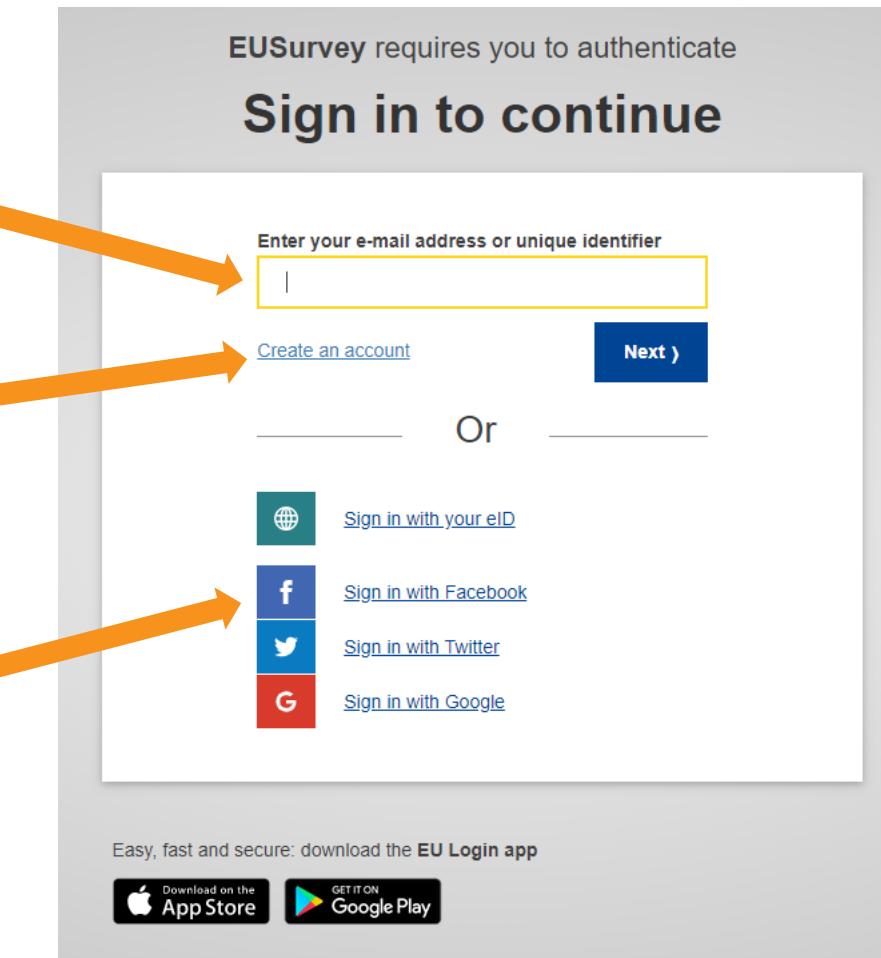
The European Union is committed to protecting your personal data and to respecting your privacy. When carrying out public consultations we adhere to the policy on 'protection of individuals with regard to the processing of personal data by the Community institutions', based on [Regulation \(EU\) 2018/1725](#)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



# 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  
IOGT-NTO.

